



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-132	VACANCY ANNOUNCEMENT - RIYADH	7/28/2015
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	ASSISTANT MAINTENANCE SUPERVISOR, FSN-7 POSITION NUMBER: 100703
OPEN DATE	TUESDAY, JULY 28, 2015
CLOSING DATE	TUESDAY, AUGUST 11, 2015 @ 1700 HRS (local Saudi time)
HOURS	FULL TIME - 40 HOURS/ WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE FSN-7, SR 78,285 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-7, US\$ 40,665 PER YEAR -- SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM -- FINAL HIRING SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON. --U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

NOTE:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.
- EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.

- **CURRENTLY EMPLOYED U.S. CITIZEN EFMS WHO HOLD A FAMILY MEMBER APPOINTMENT (FMA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT.**
- **CURRENTLY EMPLOYED NORS HIRED UNDER A PERSONAL SERVICES AGREEMENT (PSA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT UNLESS CURRENTLY HIRED INTO A POSITION WITH A WHEN ACTUALLY EMPLOYED (WAE) WORK SCHEDULE.**
- **CURRENT LE STAFF EMPLOYEES OF THE MISSION APPLYING FOR VACANT POSITION ANNOUNCEMENTS MUST HAVE SERVED A MINIMUM OF TWELVE (12) MONTHS IN THEIR CURRENT POSITION IN ORDER TO BE CONSIDERED FOR ANY VACANT POSITION.**

BASIC FUNCTION OF THE POSITION

The incumbent provides expertise and skills necessary to perform duties as the Assistant Maintenance Supervisor, assisting in overseeing the maintenance activities of over 36 technicians in 6 different building trades. The incumbent assists in managing the maintenance and repairs of the U.S. Embassy's existing property portfolio, consisting of the Embassy Compound (office building and support facilities, parking garage, Marine Security Guard quarters, gym, pool and restaurant), 200 plus residences including ambassador and deputy ambassador residences and the Annex Compound (maintenance shops, warehouse, and recreational facilities).

MAJOR DUTIES & RESPONSIBILITIES

1. Under the direction of the Maintenance Supervisor (MS) assists in administering the U.S. Embassy Maintenance Program. Provides input to foremen on technical aspects and quality control in completing maintenance work, and assists to manage the Embassy's maintenance activities of over 36 technicians. Process government-owned building work orders under the direction of the MS. Assists the MS to manage work schedules and resources for maintenance tasks and projects, including event support. Coordinates routine maintenance work by scheduling appointments, arranging materials and coordinating with stakeholders. Reviews maintenance work order statuses and follows up on maintenance tasks. Does quality control spot checks of maintenance tasks and advises the MS on performance of personnel. Assists the MS with assessing training needs and providing training. (50%)
2. Assists the MS in managing procurement for maintenance materials and projects. Assists with warehouse inventory and supply in order to ensure adequate materials are on hand for maintenance activities. As assigned by the MS serves as Government Technical Monitor (GTM) for routine maintenance projects and goods or services contracts with related COR duties. Assists in developing FAC statements of work and material acquisition. (25%)
3. Assists the Post Occupational Safety and Health Officer (POSHO) and Assistant POSHO with implementing the Safety Health and Environmental Management safety program and in meeting OSHA, building code and other safety requirements. Acts as back up Assistant POSHO. (10%)

4. Assists the Facility Manager in developing the annual maintenance and project budgets and in developing the Facility Work Plan. Performs building safety and condition surveys to advise on needed actions. (5%)
5. Has FAC duty officer responsibilities on a shared rotation with other FAC duty officers, which requires two-week duty periods of answering all after-hours emergency duty calls. Coordinates emergency response, records incidents in the duty log book, dispatches duty technicians, follows up on status of the response, coordinates normal working hours follow-up actions and communicates major emergency situations to the Facilities Engineer and Facility Manager. (5%)
6. Acts as backup Maintenance Supervisor when required and performs other duties as assigned. (5%)

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** Completion of two years of post-secondary education (college/university) in Engineering or built environment related field is required.
2. **Experience:** Four (4) years' work experience in multiple building trades required, with three (3) of those years being in a supervisory role.
3. **Language Requirements:** English Level III (Good working knowledge- speaking, reading & writing) is required. Skills will be tested.
4. **Job Knowledge:** Broad and extensive knowledge of building trades. Must be able to advise in the use of all equipment related to maintenance and installation tasks for multiple building trades. Must have a full knowledge of established codes, practices, procedures, safety requirements, and tools associated with building trades.
5. **Skills & Abilities:** Good MS Office and excellent communication and organization skills. Provide accurate cost estimates and design/technical recommendations for maintenance work and be able to read and interpret blueprints, schematic drawings, and technical manuals. Must possess a valid KSA driver's license.

TO APPLY

Interested applicants for this position must submit the following and incomplete applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi or GCC identity card or iqama card / work permit.
5. Any other documentation (e.g. copy of essays, educational certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

Note:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: Riyadh-VA15-127-ASSISTANT MAINTENANCE SUPERVISOR

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS (MULTIPLE FILES WILL NOT BE CONSIDERED):**

HRORIYADH@STATE.GOV

SELECTION PROCESS

Qualified U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidate.
2. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFMs must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

DEFINITIONS*

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or s-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: TUESDAY, AUGUST 11, 2015
@ 1700 HRS (local Saudi time)**

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
