

U.S. Mission Nouakchott, MAURITANIA

VACANCY ANNOUNCEMENT NUMBER: VA#21FY-16

OPEN TO: All interested candidates

POSITION: Building Engineer

OPENING DATE: Thursday, January 14, 2016

CLOSING DATE: Thursday, February 11, 2016

WORK HOURS: *Full-time, 40 hours/week*

SALARY: *Ordinarily Resident (OR): FSN-11*

*Not-Ordinarily Resident (NOR): FP-*4*

*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in **Nouakchott** is seeking eligible and qualified applicants for the position of **Building Engineer** within the Facilities Maintenance Section (FAC).

BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager, the Building Engineer is responsible for maintaining the U.S. Embassy's/Consulate's Mechanical and Electrical Systems such as, Chiller Plant, Air Handling Units, VAV System, Potable Water, Sanitary Sewage and Oil Water Separator Systems. Also, Electrical Power Distribution Systems; Voltage Regulators; Transformers; Switchgear; Automatic Transfer Switches; Variable Frequency Drives(VFD); and Uninterruptible Power Supply(UPS)Systems.

Responsibilities also include supervision of posts maintenance staff that maintains all mechanical and electrical equipment throughout the Embassy's/Consulate's buildings and grounds.

Employed as a Mechanical Engineer to manage preventive maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) Buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Facility Manager and assists in the supervision of facility maintenance staff. Assists in the management in responses to both written and verbal requests for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Familiarization of general mechanical and electrical building systems is required.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** University degree (A 4-Year Bachelor of Science in Mechanical/Electrical/ General Engineering from an accredited program) is required.
- 2. EXPERIENCE:** Five (5) years progressive experience at a manufacturing plant, major resort, hospital, office complex or large university/school system. Managing preventative maintenance,

Building Automation System (BAS) and operating Computerized Maintenance Management System. (CMMS). An additional 2-3 years' experience as a manager/supervisor/foreman is required.

3. LANGUAGE: Level 4 (Advanced Professional Proficiency) English and level 4 (Advanced Professional Proficiency) French. **(This will be tested.)**

4. SKILLS AND ABILITIES: Incumbent will be required to provide training to other maintenance staff and trades on specific equipment and systems. Ability to communicate verbally at a technical level and provide written technical reports.

The incumbent shall have the ability and skills in the following areas:

- Work independently and unsupervised by the facility Manager;
- Serve as acting Facility Manager as delegated;
- Develop and manage work plans and distribution work assignments to facility maintenance personnel;
- management of a preventative service programs and operation of a CMMS;
- development of statements of work, perform feasibility studies for proposed projects, construction documents(plans and specifications), and cost estimates;
- maintains inventory of critical spare parts and specialized tools for equipment and systems;
- assist in developing annual budgets, responses to DOS requests for facility data, and tracking of unscheduled maintenance issues;
- Knowledge of international building codes and of both industry and local construction standards. Must be able to work unsupervised and may be called upon to perform the duties of Acting Facility Manager during the absence of the Facility Manager.
- Ability to read and understand mechanical layout drawings, undertake feasibility studies and write detailed technical reports is a must for this position.

5. JOB KNOWLEDGE: Knowledge on aggressive preventative maintenance program using Key Performance Indicators (KPIs) such as oil analysis, equipment vibration monitoring and analysis, bearing temperature monitoring and analysis, and other analytical tools to extend the life of critical equipment and systems, and to assist in scheduling outages for preventive maintenance, major overhauls, or replacement. Must have advanced knowledge of HVAC, chillers, electrical distribution, voltage regulation, automatic transfer switches, and general building mechanical and electrical systems. Must be an experience supervisor. Be well versed of established mechanical and electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Proficient in the use of MS Office software (Word, Excel and PowerPoint etc.), AutoCAD and other special computer programs required for this position.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://dakar.usembassy.gov/about_the_embassy/employment-opportunities.html and/or by contacting the Human Resources Office at HRONouakchott@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Mailing Address: P.O. Box: 222

OR

E-mail Address: HRONouakchott@state.gov

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4534 or 4475**
Fax: **525-1592**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.