

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2012-057

OPEN TO: All interested candidates
POSITION: HVAC TECHNICIAN FSN6/FP8
OPENING DATE: August 16, 2012
CLOSING DATE: August 30, 2012
WORK HOURS: Full-time position 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The U.S. Embassy in Dakar is seeking an individual for the position of **HVAC TECHNICIAN***

Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

BASIC FUNCTION OF POSITION

Employed as an Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. Work assignments which includes hardware, associated peripherals, configuration, optimization, repair of HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems and other control devices will be directed by the Facility Manager or an assigned Supervising Engineer.

MAJOR DUTIES AND RESPONSIBILITIES

Employed as an HVAC Technician to carry out skilled 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 or an assigned Supervising Engineer.

Operation Support

1. Performs hands-on repairs of the HVAC System and other building mechanical systems. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, and HVAC water treatment systems. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements.
2. Performs preventive maintenance on the HVAC system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).

3. Inspects, tests, evaluates, calibrates and updates HVAC System to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
4. Removes, relocates, repairs, installs and tests HVAC equipment (e.g. VAV mixing boxes, filters, ductwork, conveyance systems, etc) to maintain occupant comfort and equipment protection in buildings and structures. Also, restores operations of non-functioning equipment.
5. Orders and stocks building supplies, materials and parts (e.g. motors, wiring, hardware, paints, tools, mechanical parts, chemicals etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
6. Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance task, spares, and consumables.
7. Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.

Maintenance Support:

1. Maintains HVAC system, drafts and submits reports to the Facility Manager (FM) or supervising engineer detailing operational proficiency. Reports consist of power consumption, evaluations and historical data reviews, and depicting systems performance requirements. Receives reports and logs generated by the BAS and Controls Tech to act upon and enhance systems performance. Provides contractor design information for proposed renovation or new construction work and assists LES Facility Maintenance staff in the performance of in-house projects.
2. Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
3. Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
4. Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated electrical devices.

Logistic Support:

1. Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
3. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

The position requires successful completion of secondary school. Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in HVAC principles and application.

b. Prior Work Experience

Minimum of five to seven (5-7) years' of broad experience in operations and maintenance of building HVAC systems and associated equipment. A minimum of 3 years of experience must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and maintenance. Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards is highly desirable.

c. Post Entry Training

Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Windows will be provided. Vendor sponsored controls training will be sought. Training plans will be coordinated by the Facility Manager and Post Management.

d. Language Proficiency:

Level III in both English and host country language written, and spoken proficiency required.

e. Job Knowledge

The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office). Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards is high desired.

f. Skills and Abilities

The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and components and taking equipment readings with various meters, hand tools, power tools,

and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building HVAC/mechanical systems and work with the controls technicians on associated devices. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

POSITION ELEMENTS

a. Supervision Received

Incumbent receives general supervision from the Facility Manager or an assigned Supervising Engineer.

b. Supervision Exercised

This is a non-supervisory position but may be required to work in conjunction with 2-5 LES Facility Maintenance personnel, assigned to assist as necessary.

c. Available Guidelines

Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, Operations and Maintenance manuals, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.

d. Exercise of Judgment

Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the LES Facility Maintenance personnel and all visitors.

e. Authority to Make Commitments

Authority to make commitments on materials, specifications and designs as authorized by the Facility Manager or an assigned Supervising Engineer.

f. Nature, Level and Purpose of Contacts

He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Facility Manager.

g. Time Expected to Reach Full Performance Level

6 to 8 months

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services

Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
(6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

(1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above,

(3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: August 30, 2012

The US Mission in Senegal 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.

DEFINITIONS:

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

- US Citizen; and,
- EFM (see below) 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.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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, 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 US Citizen.

4. 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 US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.