

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 030-13

OPEN TO: All Interested Candidates within the Embassy

POSITION: Chief Maintenance Operations Supervisor

OPENING DATE: November 11, 2013

CLOSING DATE: November 25, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP--05 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 09

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

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Chief Maintenance Operations Supervisor. The position is located in the Facilities Maintenance section and reports to the Facilities Maintenance Manager.

FUNCTIONS OF POSITION:

Plans and executes the maintenance program to the Chancery's buildings and housing pool within agreed time/quality/cost standards by assigning work to Facilities Management personnel, including on-site field supervision of local staff and external contractors, and performing hands-on work when necessary.

Provides licensed building practitioner and code compliance support for all contract and in-house maintenance repair and building improvements.

Plans and coordinates the Post's Preventative Maintenance Program (PM) for the building's components, systems and equipment guaranteeing them to be fully operational and in safe working condition. Using Reliability Centered Maintenance (RCM) techniques to ensure electrical and mechanical systems are operational in support of mission operations.

Serves as technical liaison between external contractors, the General Services Office (GSO) and the Facilities Office by monitoring work progression to completion.

Conducts frequent inspections at the chancery, warehouse and houses to identify building code, system faults and safety discrepancies.

The incumbent receives and prioritizes maintenance work orders and obtains necessary approvals for alteration and/or maintenance projects and assigns work to subordinates or contractors.

Interprets blueprints and other directives, and provides guidance and on-the-job instructions as needed.

Ensures required tools, equipment and materials are available to the Facility Management staff, assuring proper safety procedures are followed on all projects.

Generates and maintains facility maintenance records and prepares various maintenance reports upon request, and as mandated.

Arranges and coordinates required building inspections by relevant local authorities.

Assists newly assigned American personnel with residence systems, safety familiarization and on-site maintenance. Interfaces with American family members and employees regarding residential maintenance issues and works with all staff at the Embassy and other USG buildings to address a variety of facility maintenance issues

Incumbent will perform maintenance work, generally in fire, life/safety and carpentry, to complete small repairs and installations at the Consulate, Embassy or USG owned/leased Residences.

Supervises procurement of services, materials, and supplies for the facilities section, assuring A/OPE (Acquisitions/Office of Procurement Executive) guidance and procedures are used.

Identifies and recommends vendors for supply of goods and services, obtains quotes for goods and services per the specifications provided.

Evaluates suitability of vendors and their products/services, and makes procurement recommendations to General Services Officer and Facilities Manager.

Evaluates and verifies satisfactory acceptance of contract services and receipt of purchases, and recommends vendor payments.

Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of high school and vocational technical institute training in electrical or electronics required. Must be holder of the highest credit given for diploma in electrical or electronics, and must be a credential holder or a member of International Electronic Trade.
2. **Experience:** A minimum of five (5) years of experience in building/facility maintenance, including experience performing and overseeing building/facility maintenance projects with 1-2 years of supervisory experience.
3. **English Ability:** Level 4 (fluent) in written and spoken English required. Level 3 (good knowledge) of Krio required.
4. **Other Criteria:** Must have sound knowledge of and experience in building resources and asset maintenance planning. Knowledge of preventive and reactive maintenance procedures on commercial and residential buildings is required. Knowledge of building trades, construction, fire and safety codes and standards. Knowledge of proper reporting and recording of maintenance reports and documents. Knowledge of fundamentals of customer service and employee supervision.
5. **Other Skills:** Ability to set priorities, plan, arrange, execute and take full initiative for maintenance programs. Must be able to work under tight deadlines and constantly changing priorities. Demonstrate ability to consistently meet and exceed customer expectations and display initiative to resolve problems and develop unique solutions to issues. Proven experience in financial management, including budget management and reporting. Must be able to effectively supervise a multi-trade force, and work effectively with all levels of customers. Must be able to cite local, international and U.S. building codes. Must be proficient in Microsoft suite of applications (including Word, Excel and Outlook). A valid SL driver's license is required. Ability to travel outside of the Sierra Leone region from time to time.
6. **Interpersonal skills:** Excellent interpersonal and communications skills required in responding to requests and inquiries from various sources. Excellent communications skills to be able to communicate to supervisors and gain team cooperation at work with maintenance crew.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 candidacy.
2. Current employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
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 their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
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. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Chief Maintenance Operations Supervisor)

Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

By handling a sealed envelope to the Security Guards at the entrance of the embassy.

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of

Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 25, 2013

The US Mission in Freetown 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.