



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-10-58**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Mechanical Trades Foreman  
**OPENING DATE:** Sunday: November 21, 2010  
**CLOSING DATE:** Sunday December 05, 2010 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-06

**In-house candidates must apply through their supervisors.**

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.**

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Mechanical Trades Foreman in the Facilities Management Office (FMS) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION OF POSITION:**

Serves as the Embassy Mechanical Trades Foreman, under the direction of the Embassy Maintenance Supervisor. The incumbent is responsible for coordinating and supervising the work of employees engaged in the general mechanical trades' maintenance, repair, minor construction, and upkeep of the Embassy mechanical systems and equipment at the compound in Soba, Khartoum. Compound consists of the Office Building, Annex, General Services and Facilities Shops Areas, Marine House, the Service and Entrance CACs and PACs, associated facilities such as the waste water treatment, utilities building and where systems such as the generators, electrical switchgear, air conditioning chillers and pumps, main water storage tank, and a variety of pumping systems are located. May also support the support requirements of Consulate General Juba and the Department of State mission in Darfur. In addition supports residential and other facilities areas of responsibility as required.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. As the Embassy Mechanical Trades Foreman the incumbent is responsible for the assignment of the daily work of the maintenance and repair personnel under his/her direction. Plans work from a master schedule of work identified with work orders, using the Work Orders for Windows, a Computerized Maintenance Management System (CMMS) and daily customer support requirements received in other written form or orally. The Mechanical Trades Foreman carries out the work of directing subordinates by using written on scheduled work orders and/or other written or oral instructions received from the Embassy Maintenance Supervisor or Facility Manager. Responsible for unscheduled, preventive, predictive, and emergency maintenance work orders. Ensures that all assigned maintenance tasks are accomplished promptly, professionally and as described in the requirements as stated by the work order and in accordance with manufacturer's preventive maintenance, common trade repair guidelines or replacement requirements. Responsible for the review of completed work orders and for documenting work accomplished, adding required comments and notes, reviewing and accounting for labor hours and material usage used after completion of the work prior to being forwarded to the Work Order Clerk for data entry and close-out. Supervises work area cleanup and secures work areas to meet safety and security requirements upon completion of all duties and

responsibilities. Maintains control of keys and locks for buildings, offices and storage areas when accessing these areas that are normally secured. Responsible for the Embassy Mechanical areas for maintenance, repair, installation, and all associated diagnostic analysis and means to remedy problems with the proper operation of mechanical systems and equipment. Directs other subordinate staff but this is a working supervisor position and the incumbent will also use all the tools and equipment associated with the mechanical trades. These trades and responsibilities include the heating ventilation air conditioning system which is a closed loop chilled water system, power generator mechanical systems to include fuel and lube oil systems. Responsible for all areas of the chancery and the electrical work conducted within the shop and buildings to include the management of hazardous materials such as oil, paint, lubricants, refrigerants and their recovery. Responsible for shop inventory of tools and equipment and special support requirements such as mechanical expendable supplies, such as; pipe, valves, fittings, refrigerant, teflon tape, cleaners, solvents, cutting oil and other consumables. Prepares requisitions when required to obtain stock or tools and other materials.

Responsible for the work conducted within the shop or on-site in Embassy compound buildings to include the supervision of personnel using a variety of power equipment such as hammer drills, sawzall, drill presses, bench grinders, angle grinders, welding and cutting equipment and a variety of other tools and equipment that requires abeyance of safe operating rules and regulations at all times. The incumbent is responsible for ensuring that the personnel under his direction have full understanding of the use and requirements to wear and use the required personal protective equipment required when performing specific jobs. This includes the wearing of safety shoes, safety glasses, a work uniform, hearing protection, a respirator of dust mask, hard hat, and other job specific safety equipment such as gloves or body harnesses and lanyards when working at heights above 8 feet on lifts or scaffolding. The incumbent is responsible for shop equipment set-up, maintenance, cleaning, inspection and checks and services to include maintenance of job or shop located eye-wash stations. The incumbent is responsible for daily and weekly shop safety meetings. The incumbent is responsible for ensuring that personnel know emergency procedures for responding to emergencies within an Embassy grounds and other properties supported such as the Blue Nile Recreation site, residential housing, and how to respond to a fire or a security threat.

The incumbent is responsible for determining the bill of materials, equipment, expendable supplies and special tools to be used for each job. Transfers equipment and personnel from one project to another as necessary. Coordinates or installs, inspects repairs and maintains a variety of embassy mechanical systems such as those encountered in the potable water, fire suppression, chilled water, and sanitary water systems. Responsible for exercising valves, replacing or repairing bathroom fixtures, fuel systems, piping, ventilation sheet metal duct work, security systems, doors and gates, fans, variable air volume controls, cafeteria equipment, and other associated equipment and systems. Supervises general building repairs such as plumbing repairs, mechanical systems (such as chiller maintenance), appliance repair work, repairs to air conditioning units, security hardware repair, maintenance, repair or installation of pumps, water tanks, sanitary systems, storm water systems, swimming pools, kitchenettes and bathroom fixtures. Coordinates renovations of existing facilities and minor construction within new facilities as required such as the alteration of office spaces.

The incumbent is responsible for complying with safety rules and regulations, environmental rules and regulations as they pertain to the use and recovery of waste products generated during the course of the work such as lubricants, paint, paint thinner, or solvents. The incumbent is responsible for ensuring that personnel understand the dangers of working with compressed air, power tools such as impact wrenches and other equipment that can cause severe bodily harm if used incorrectly. Written documentation will be on-hand to document the training and certification to use equipment that is potentially dangerous.

The chancery mechanical foreman supports a variety of buildings and support facilities to include the utilities building with the emergency Cummins diesel electric generators

(2) the Post Communication Center Generator, York chiller systems to include, controls, pumps, a variety of pumps for fresh water, fuel, chilled water, sanitary water, fire suppression, and irrigation. The Embassy security systems to include pumps, motors, and electronics that control the doors, barriers, and other access systems.

Responsible for all administrative requirements for the staff working directly for the incumbent. Includes, performance reviews, counseling, writing work performance statements and employee evaluations, managing time and attendance records, approving leave, and ensuring that all requirements are met in a timely manner.

2. Supports TDY support personnel and technical advisers such as trainers on the full range of residential or chancery related mechanical trades maintained equipment and systems such as , air conditioning equipment or systems, appliances, pumps, generators, elevators, kitchen equipment, sewage treatment equipment, irrigation equipment, fire suppression equipment, potable water and sanitary systems, delta barriers and drop arms and all other equipment and systems found in residential and non-residential properties.

3. Ensures the proper use of time, tools and materials and that the work areas are kept clean and safe. Performs regular checks for consumable materials, spare parts and submits procurement requests to the Facility Manager for review, approval and processing.

4. Performs other duties as assigned and to support post activities including relocation of equipment, emergency response actions such as overtime and weekend/holiday work, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team.

**QUALIFICATIONS REQUIRED:**

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

**Education:** Completion of secondary school required. A technical degree or diploma in any mechanical trades' subject is required.

**Prior Work Experience:** A minimum of 5 years in any of the mechanical trade with at least 1 year of supervisory experience.

**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

**Skills:** Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.

Ability to assign, supervise, and inspect the work of building trades journeyperson, workers, and trades helpers; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situation accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the mission on a daily basis by meeting each requirement by effective supervision and efficient use of materials.

Must have the ability to self-plan and schedule work assignments of subordinates accordingly for best use of time. Ability to use a variety of

powered, non-powered and powered hand tools, shop equipment such as drills, hammer drills, meggers, electrical meters (volts, resistance, amps, and ground), grinders, and a variety of hand tools and equipment associated with the electrical trades. Uses specialty tools such as Infrared Camera, Light meter, circuit tracers, phase sequence indicators and a variety of other equipment that is valued at approximately \$20K total. In addition the incumbent uses a variety of office equipment such as a desk top computer with peripherals in the course of his/her daily work. A driving license is required.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 FSN employees serving less than one year in their current positions are not eligible to apply.
3. 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.
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 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 individuals for this position should submit the following or the application will not be considered:**

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website <http://khartoum.usembassy.gov>, "Job Opportunities".
2. ONLY Application Form DS-174 will be accepted. DO NOT attach any additional documents. Applications submitted on any other form or with attachments will NOT be considered.
3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
4. Applications may be submitted through:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

OR

- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000 Ext. 2746

**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 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.

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, 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 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 GS or FS salary schedule, not under the LCP.

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.

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*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, 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.*