



U.S. Embassy, Abu Dhabi ✧ Human Resources Office

VACANCY ANNOUNCEMENT Maintenance Mechanic

Announcement Number: V-13-057

OPEN TO: All Interested Candidates / All Sources

POSITION: Maintenance Mechanic, FSN-6, FP-8

OPENING DATE: November 7, 2013

CLOSING DATE: November 23, 2013

WORK HOURS: Full-Time; 40 hours/week

SALARY: For Ordinarily Resident (OR) in UAE: AED 85,051 per annum (Starting salary) (Benefits are paid in addition to salary) (Position Grade: FSN-6)

For Not-Ordinarily Resident (NOR) in UAE: US \$35,753 per annum (Starting salary) (Position grade FP-8, to be confirmed by Washington)

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

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Maintenance Mechanic (Position No. A52657) in the Facility Management (FM) Office.

BASIC FUNCTION OF POSITION

Primary responsibility of the incumbent in this position is to perform highly skilled full journeyman level work as a team leader in repairs, improvement and special Post projects. The tasks include fabrication, assembling, installation, testing and commissioning of building components, structures and engineering systems. In addition to personally performing technician tasks the incumbent leads team of 3 to 4 workers for special repairs and improvement projects. Also, performs preventive maintenance, condition monitoring, and troubleshooting repair tasks of all building systems. The incumbent is competent to perform work unsupervised, performs administrative tasks for reporting projects status and assists with research for procurement actions for special projects materials. S/He performs work in U.S. Government Owned and Leased properties. The incumbent supports Facility Management operations as directed for a 24 hours per day, seven days a week (24/7) operation.

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 is required.
- Completion of three year diploma in mechanical engineering or 3 years of vocational training from an accredited institute recognized as producing journeyman technicians is required.

Experience:

- Seven years of work experience in maintenance / construction of building engineering systems and operation of machine tools.
- Experience of personally performing journeyman level work and leading teams of skilled workers in mechanical trade.

Language: (This will be tested):

- Level II (Limited Knowledge) Speaking/Reading/Writing English.

Knowledge:

- Knowledge of fundamentals of properties of materials.
- Knowledge and use of technology of machining, cutting, fabrication, welding, joining, hydraulics and pneumatics.
- Knowledge of basics of electricity and air-conditioning / refrigeration.

Skills & Abilities:

- Must be able to use machine tools for shaping metals by cutting, boring, grinding, shearing.
- Must be able to use all types of joining methods and machines for welding, brazing, soldering, threading, grooving. Joining methods for all types of non-metal materials.
- Must be able to use precision instruments for machine tools and instruments for measuring properties of air and gases.
- Must know Basic math for technicians and Electrical safety procedures.
- Must be able to read drawings, schematics and engineering diagrams.
- Must have Computer literacy in word processing.
- Must possess a valid UAE driver license for light motor vehicle.

TO APPLY

- Applications submitted after the closing date will not be considered.
- Applicants must submit a current resume or curriculum vitae in a Microsoft Word or Adobe PDF format.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- **List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)**
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note “V-13-057 Maintenance Mechanic” in the subject line of the email)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 employees serving a probationary period 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.

DEFINITIONS

1. Eligible Family Member (EFM)

An individual related to a US Government employee in one of the following ways:

- Spouse or same-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. 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.

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 same-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, 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.

5. Not Ordinarily Resident (NOR)

An individual who:

- Is not a citizen of the UAE; and, Does not ordinarily reside (OR, see below) in the UAE; and,
- Is not subject to UAE 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.

6. Ordinarily Resident (OR)

A Foreign National or US citizen who:

- Is a local resident; and,
- Has the ability to obtain requisite UAE residency and work permits; and,
- Is subject to UAE employment laws.

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

CLOSING DATE FOR THIS POSITION: November 23, 2013

The US Mission in United Arab Emirates 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.