



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

015

Date: May 12, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: ELECTRICAL ENGINEER AT FACILITIES MAINTENANCE SECTION (FMS)

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Electrical Engineer

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-10, FP-05* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Facilities Maintenance Section

OPENING DATE: Immediate

DEADLINE: May 26, 2011 at 6 P.M. Kyiv Time

*FP –5 is subject for confirmation with Washington.

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Employed as an Electrical Engineer to manage preventative maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Under the supervision of the Facility Manager, the Electrical Engineer is responsible for maintaining the U.S. Embassy's 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 three electrical maintenance staff, working on all electrical equipment and systems throughout the Embassy/Consulate buildings and grounds. Assists management in responding to both written and verbal requests for maintenance services.

MAJOR DUTIES AND RESPONSIBILITIES:

➤ Maintenance and Repair Program 50%

Assists in maintaining a comprehensive preventative maintenance program by directing facility maintenance staff and/or monitoring contracted service providers, for equipment, systems and controls. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares reports to document and monitor the operation of equipment with systems and reports status to the Facility Manager. In the absence of the Facility Manager may serve as temporary Facility Manager, as delegated.

➤ Planning and Budgeting 20%

Provides budget input for operating, maintenance and repair costs to include all tools, special equipment and spare parts required to maintain systems within designed operational performance requirements and within operating budget limits. Assist the Facility Manager in briefing post management on work and project status. Attends staff meetings, as delegated, to provide justifications for project and maintenance requirements.

➤ Work Order Processing 10%

Assists in maintaining post's Construction Maintenance Management System (CMMS), known as Work Order for Windows (WOW) in conjunction with post's WOW Clerk to ensure that planned preventative service events and unscheduled events are recorded as completed. Manages and maintains the technical library and data containing in WOW consisting of as-built documents (plans and specifications), maintenance manuals, manufacturer's data sheets, list of spare parts and tools, manufacturer's and supplier's contact data, and warranty information on equipment and systems.

➤ **Contracts Administration**

10%

Develops and monitors contract procurement documents which include: written scopes of work, construction drawings, specifications, bill of materials, and independent government cost estimates for minor maintenance, repair and alteration projects. Assists in analysis of contractor's bid proposals for technical accuracy and provides recommendations as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for contracts, as delegated, to monitor contractor's work performance for products and services per contract requirements. Additional duties include the following: development of acceptance reports; punch lists management; and quality control inspections with tests as required.

➤ **Safety Program Administration**

10%

Assists post's Physical Occupation Safety Officer (POSHO) by contributing to the safety program by conducting inspections of facilities to ensure compliance to DOS safety and wellness requirements. Develop deficiency reports with recommendations for solutions along with independent government cost estimates. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of a 4-year Bachelor of Science degree, or equivalent, in Electrical/General Engineering from an accredited university program is required.

WORK EXPERIENCE:

- Minimum of five years of progressive experience working as a project manager/supervisor managing a preventative maintenance programs and the operation of a Maintenance Management System (MMS) in electrical engineering field. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction is required. Position requires at least 2-years of supervisory experience managing between 3 to 5 employees.

POST ENTRY TRAINING:

- Must complete the 40 hour Contracting Officers Representative/COR training course before the candidate can assume duties as a COR/GTM;
- PA522 Building Automation Systems, PA524 Electrical Power Generation for Facility Managers;

- Distance Learning: PA438 - Web. PASS Work Order for Windows, PA526 - ProjNet SM Facilitating Design and Construction Communication.

LANGUAGE:

- Level III (Good working knowledge) in English is required. Level III (good working knowledge) in Ukrainian or Russian languages is required.

KNOWLEDGE:

- Must have an excellent knowledge of power distribution systems, emergency power generator and automatic transfer switches (ATS) operations and building electrical systems. Be well versed of established electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Must have basic understanding of the Department of State contracting procedures in order to develop contract packages for solicitation and responsibilities of performing Contracting Officers Technical Representative, COR/GTM duties. Must be knowledgeable in building codes and industry construction standards.

SKILLS AND ABILITIES:

- Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. S/he should be proficient in the use of MS Office software (Word, Excel, etc); should have basic user skills in AutoCad. The incumbent shall have the ability and skills in the following areas:
 - work independently and unsupervised by the Facility Manager;
 - develop and manage work plans and distribute work assignments to FM personnel;
 - manage preventative service programs and operation of a CMMS (Computers Management maintenance System);
 - develop statements of work,
 - perform feasibility studies for proposed projects, construction documents (plans and specifications), and cost estimates;
 - maintain inventory of critical spare parts and specialized tools for equipment and systems;
 - assist in developing annual budgets;
 - respond 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;
 - ability to use computer aided design drafting programs (e.g. AutoCad) , to develop and manipulate drawings and details;
 - write detailed technical reports;
 - develop and manipulate drawings and details.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **May 26, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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.

