



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 023

Date: June 9, 2011

**TO: ALL MISSION PERSONNEL**

**FROM: AMANDA JOHNSON-MILLER– MANAGEMENT OFFICER**

**SUBJECT: HVAC TECHNICIAN 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: HVAC Technician**

**OPEN TO: ALL INTERESTED CANDIDATES**

**GRADE LEVEL: FSN-06, FP-08\* (Full Performance Level)**

**WORK HOURS: Full Time, 40 hours per week**

**POSITION TYPE: Permanent**

**OFFICE LOCATION: Facilities Maintenance Section**

**OPENING DATE: Immediate**

**DEADLINE: June 23, 2011 at 6 P.M. Kyiv Time**

*\*FP –8 is subject for confirmation with Washington.*

**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 Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Work assignments are directed by the Mechanical Engineer and deal with 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 Supervising Mechanical Engineer.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Operation Support**

**50%**

- 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.
- 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).
- 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.
- 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.
- Maintains the stock of 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.
- Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance task, spares, and consumables.

- Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.

### **Maintenance Support**

**40%**

- Maintains HVAC system, drafts and submits reports to the Mechanic Engineer 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.
- 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.
- 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.
- Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated electrical devices.

### **Logistic Support**

**10%**

- 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.
- 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.
- Additional 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.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

- Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in HVAC principles and application is required.

### **WORK EXPERIENCE:**

- Minimum five years' of broad experience in operations and maintenance of building HVAC systems and associated equipment. 3 years of which must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and maintenance.

### **LANGUAGE:**

- Level I (basic knowledge) in English, and level III (good working knowledge) in Ukrainian and/or Russian are required.

### **KNOWLEDGE:**

- 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.

### **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. 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. 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. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

### **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 **June 23, 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](mailto: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.

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.

CLEARED: RMarrs-FMS (by e-mail)  
DMercadante-FMO (by e-mail)