



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

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Date: August 29, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: ELECTRICAL INSPECTOR

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 Inspector

OPEN TO: All Interested Candidates

GRADE LEVEL: FSN-09, FP-5* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Fixed Term**

OFFICE LOCATION: OBO (Overseas Building Operations Office)

OPENING DATE: Immediate

DEADLINE: September 12 at 6 P.M. Kyiv Time

**FP-05 is subject for confirmation with Washington.*

****IMPORTANT NOTE:** *This position will be staffed ONLY for the period of construction project which is estimated 12 months from the project start date and will be eliminated accordingly at the discretion of the hiring office.*

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:

Position services as a project Electrical Inspector (EI) for the renovation of the “American Cultural Center”. While assigned to this project the EI shall be directly responsible to the Construction Technical Coordinator for the performance period of this project.

Position may be required to work additional hours per week depending on contractors work performance and construction schedule. When the work requirements for this project indicate that the contractor will work after normal working hours and weekends; then the work requirements of the EI may be changed accordingly, but in no case shall be less than 40 hours per week as directed by the COR.

MAJOR DUTIES AND RESPONSIBILITIES:

Electrical Inspection and reporting

95%

- Observes the contractor's work performance to insure compliance with the terms and conditions of the contract between the contractor and the U.S. Government.
- Observe the execution of construction to assure adherence to approved drawings and specifications; inspect construction workmanship, materials, methods and equipment; and report to his/her supervisor as to the conformity or non-conformity to the approved drawings and specifications.
- Reviews contractor proposals for all changes of work. Prepares recommendations as to the necessity for such change. Indicates the amount of increase or decrease in cost and time extension involved.
- Performs or procures such field or laboratory tests of electrical workmanship, materials and equipment as directed.
- Prepare daily, weekly, monthly and/or other reports to document progress of construction as may be required.
- Identify potential problems involving both project design and construction. Develops and recommends solutions to resolve such problems to the COR.
- Monitors the construction contractor's Quality Control Program.
- Reviews the contractor's as-built drawings and prepares written reports of findings. Make recommendations for action as appropriate.
- Participate in project progress meetings and discussions.
- Reviews and analyze materials, samples, catalog cuts, brochures, shop drawings, manufacturer's installation manuals and other technical documents submitted by the contractor for conformity with construction contract requirements. Prepare written reports such analysis and provides recommendations for action as required.
- Advise the COR of any situation whereby the U.S. Government may be found liable for possible claim action by the contractor.
- Prepares cost estimates for modifications and project change orders. Evaluates the need for modifications and change orders.

- Evaluates proposed substitutions for materials and make recommendations to the COR.
- Controls all field measurements and verifies figures of measured quantities submitted in support of contractors' progress payment requests.
- Identify and provides early notification to the COR of potential schedule slippage. Makes recommendations as required.
- Coordinates and cooperates with the COR and other members of the Project staff.
- Performs all work in accordance approved OBO policies and procedures.

Perform other duties as assigned

5%

REQUIRED QUALIFICATIONS:

EDUCATION:

Bachelor degree in engineering, or construction management, or electrical science or related field is required.

WORK EXPERIENCE:

A minimum of seven years of prior experience as an electrical inspector, electrical foreman, construction manager, or similar position at a construction or engineering projects is required.

LANGUAGE:

Level III (good working knowledge) in English, Ukrainian, and Russian

KNOWLEDGE:

Electrical Inspector skills, including but not limited to, technical shop drawings reviews, design calculation reviews, preparation of quality assurance standard operating procedures, and project risk assessment/ management are required, and

Position requires in-depth working knowledge of all technical and administrative requirements of the assigned construction project. EL must possess an excellent working knowledge of all technical and electrical requirements of the project.

SKILLS AND ABILITIES:

Ability to work with Microsoft Office software (Word, Excel, PowerPoint); ability to work with diverse staff, ability to write clearly and concisely on a variety of technical subjects, ability to work independently and with others.

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 September 12, 2013**. 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) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: 521-5155.

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:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- 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.
- 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: MBorgman – OBO (by e-mail)