



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 031

Date: June 23, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER**

**SUBJECT: MECHANICAL ENGINEER**

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: MECHANICAL ENGINEER**

**OPEN TO: ALL INTERESTED CANDIDATES**

**GRADE LEVEL: FSN-11, FP-04\* (FULL PERFORMANCE LEVEL)**

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

**OFFICE LOCATION: OBO (Overseas Building Operations Office)**

**OPENING DATE: Immediate**

**LENGTH OF EMPLOYMENT: 12 months from appointment date\*\***

**DEADLINE: July 7, 2014 by 6 P.M. Kyiv Time**

*\*FP-4 is subject for confirmation with Washington.*

**\*\* This position will be staffed ONLY for the period of construction project(s) and will be eliminated upon project(s) completion.**

**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:**

The Mechanical Engineer shall be directly responsible to the OBO Project Director (PD) for the performance of services. Position holder applies and further enhances mechanic engineering knowledge and skills to ensure timely monitoring and quality control of the work performed by contractor staff at the American Center construction site.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Quality control**

**30%**

- Develop a detailed working knowledge of the mechanic engineering and building automation systems' requirements, as stipulated by the construction contract documents.
- Participates in the development and management of the quality assurance plan.
- Plans and conducts inspections for quality assurance of the contractor's quality control program to ensure construction quality and contract compliance.

#### **Problem solving**

**20%**

- Identify engineering problems within assigned field (mechanical engineering) involving both design and construction issues and formulate solutions and recommendations for their resolution.
- Prepare draft scopes of work for modifications and change orders to the construction contract.
- Provide timely notification of potential schedule slippages and recommend corrective actions.
- Inform the COR of any occurrence whereby the Government may be found liable for possible claim action by the contractor.

#### **Contractor oversight**

**20%**

- Review contractor submittals and proposed substitutions and advise as to their acceptability.
- Review and evaluate contractor design calculations, prepare responses to contractor's requests for information, review requests for equitable adjustments, and prepare current working estimates.
- Assist in the review of monthly pay estimates.
- Lead commissioning process of all mechanical engineering equipment upon completion of the project, as well as serves as expert and coach to ensure accurate skills transfer and on-the-job training for Facilities Maintenance Staff.

#### **Documentation**

**20%**

- Prepare entries for the project daily log and reports.
- Assure that the contractor is maintaining correct as-built documentation.
- Assure that materials are stored and controlled properly.

#### **Other duties as assigned**

**10%**

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

### EDUCATION:

Bachelor's degree in mechanical engineering is required.

### PRIOR WORK EXPERIENCE:

A minimum of seven years of prior experience as a mechanic engineer managing small to large construction or engineering projects is required.

### LANGUAGE PROFICIENCY:

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

### JOB KNOWLEDGE:

Knowledge in mechanical engineering areas such as HVAC, plumbing, pumps, thermodynamics, fluid dynamics, and construction are essential; commissioning skills and start-up of equipment such as boilers, chillers, variable air volume systems, fire pumps, packaged water treatment plants, and similar equipment is highly. General engineering management skills, including but not limited to, technical writing, technical shop drawings reviews, design calculation reviews, preparation of quality assurance standard operating procedures, and project risk assessment/ management are required.

## 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 July 7, 2014**. 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](mailto: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. **Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

## 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: JVandenberg - OBO (by e-mail)