



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 034 (Re-advertisement)

Date: September 28, 2011

**TO: ALL MISSION PERSONNEL**

**FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER**

**SUBJECT: BAS ENGINEERING 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: BAS (Building Automation Systems)  
Engineering Technician**

**OPEN TO: ALL INTERESTED CANDIDATES**

**GRADE LEVEL: FSN-09, 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: October 23, 2011 at 6 P.M. Kyiv Time**

*\*FP –5 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

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

## **BASIC FUNCTION OF POSITION:**

The Building Automated Systems Engineering Technician (BASET) reports directly to the Facility Manager and is responsible for the operation and maintenance, which may include a Reliability Centered Maintenance program (RCM) of computer and microprocessor-controlled systems located throughout the U.S. Embassy Compound. Perform maintenance and troubleshooting actions on computer/microprocessor controls for the following systems: air conditioning and ventilation equipment, variable frequency controls equipment, generators, switchboard equipment, fuel distribution, fuel dispensing, potable water treatment, domestic water pumping, water distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, associated digital and analog sensor's, fiber optics, signal cabling and digital transmission associated with automated building systems. The BASET may also be called on to support maintenance of electronically controlled locking and surveillance systems.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Operational Support**

**40%**

- The BASET sets up and/or validates setup for all microprocessor controlled equipment and maintains a log of system set-points in a format specified by the Facility Manager and system design protocols. In addition to set-points, the BASET maintains a log of sensors and calibration requirements. The BASET will provide periodic reviews/updates of system setups and control set-points. Systems supported range in scale and complexity from advanced building systems automation to remote controls for split system air conditioners. Responds to 24-hour emergency calls to respond to assigned work area during off-duty hours.
- Performs preventive maintenance on the HVAC Control 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).
- The BASET shall work closely with the Electrical and Mechanical Controls Technicians to diagnose general electrical and mechanical systems to ensure all equipment effectively functioning and maintained.

### **Maintenance Support**

**50%**

- Equipment, Sensor, and Cabling Systems Maintenance: The BASET is responsible for all aspects of maintenance required including equipment, sensor, and cabling systems maintenance by the design and maintenance standards as it relates to troubleshooting the BAS and connected components.

- Maintenance of microprocessors (upload, replacement of hardware, reprogramming, battery replacements, running program diagnostics, communication with manufacturer representatives, troubleshooting faults, testing, replacement, and cleaning).
- Uninterruptible Power Supply Maintenance to include, routine test, verification of communications between the UPS and the computer, battery maintenance.
- Intelligent programmable sensor troubleshooting and maintenance work includes performance evaluation, troubleshooting, cleaning, periodic testing and recalibration, and replacement. Sensors include: water/air flow temperature, flow, and pressure; thermostats, digital and analog valve and damper controllers, heat and smoke detection; fuel level, flow, and leakage; traffic controls; water chemistry (pH and Chlorine content); carbon dioxide and monoxide; equipment run status.
- Remote controls and status annunciations (troubleshooting, reprogramming, repair, replacement for remote control LAN status annunciation of generators, fire alarm systems, chillers and ventilation systems, fuel distribution, systems, gates and perimeter controls).
- Signal and fiber optics cable (troubleshooting and correcting faults with underground and building signal cables including fiber, coax, and analog).
- Assists in analyzing HVAC and Electrical Control Systems, obtaining and documenting critical performance data to be reported to the Facility Manager (FM) detailing operational proficiency. Data consists of power consumption, evaluations and historical data reviews, and systems performance requirements. Reviews reports and logs generated by the HVAC Controls to analyze the systems performance.
- 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.

## **Logistics Support**

**10%**

- The BASET maintains all tools, specialty diagnostic devices and equipment required for effective maintenance of computers, microprocessors, sensors and cabling systems. Incumbent is also responsible for identification and stock control for spare parts and materials required for routine maintenance, repair, identification and control of parts deemed critical to operational control.
- Deals with vendors and manufacturers to keep abreast of equipment updates. Maintain current with industry trends and updates. Identifies additional equipment, tools, specialty diagnostic devices, parts and materials which will enhance maintenance effectiveness for presentation to Facility Manager.
- Other duty assignments will be at the discretion of the Facility Manager but could include the following: Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

- Provides guidance and instruction to LES Facility Maintenance personnel and other vendors/contractors in the correct operation of equipment 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 control devices within the FM area responsibility.
- Contributes to the safety program of the Mission. Insures work does not present health problems or risk of injury to workers or other employees or visitors.

### **REQUIRED QUALIFICATIONS FOR FULL PERFORMANCE LEVEL, FSN-09:**

#### **EDUCATION:**

The position requires a 4 year University Degree either in Electrical or Mechanical Engineer or Controls System Engineer.

#### **WORK EXPERIENCE:**

Minimum of two (2) years field experience in the operation and maintenance of building control systems, or operation of electronic control equipment, or related field.

#### **POST ENTRY TRAINING:**

Following courses have to be successfully completed upon entry on duty:

PA522 - Building Automation Systems;

PA523 - HVAC Building Automation; Fundamentals for Building Managers;

Distance Learning courses: PA296 - How to be a Contracting Officer's Representative;

PA438 – Web. PASS Work Order for Windows; and PA526 - ProjNet SM Facilitating Design and Construction Communication.

#### **LANGUAGE:**

English (Speaking) Level II, (Writing and Reading) Level III;

Ukrainian or Russian (speaking, writing, reading) Level III.

#### **KNOWLEDGE:**

The incumbent shall possess job knowledge to include specialized computer literacy, strong math and the ability to use measurement tools. Must have basic knowledge of automated building mechanical and electrical control systems (system structure and design), direct digital control technology, devices and sequence of controls. Must have a thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment, be able to troubleshoot, calibrate and replace sensors, signal cabling, and sensors of HVAC equipment. An advanced knowledge of building systems and operations, mechanical principles and theories. Knowledge of normal, standby, and emergency modes of building systems is required.

The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy facilities.

**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. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, etc) and basic knowledge of AutoCAD.

The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate system errors. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. 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 **October 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.

## **УКРАЇНСЬКА СКОРОЧЕНА ВЕРСІЯ ВАКАНСІЇ**

### **Інженер автоматизованих систем управління (АСУ) офісним приміщенням**

#### **Основні обов'язки:**

Інженер автоматизованих систем управління (АСУ) офісним приміщенням відповідає за експлуатацію та поточне обслуговування АСУ приміщень Посольства США та підпорядковується керівнику відділу з господарчих питань. Через пульт комп'ютеризованого/мікропроцесорного управління, інженер виконує обслуговування, діагностику та усуває проблеми у наступних системах: кондиціонування повітря та вентиляції, обладнання з регулювання частотних приладів, генераторів, пультів управління, розподілення та заправки пального, очищення питної води, комунально-побутового водопостачання, розподілення води, очищення каналізаційних вод, систем попередження та гасіння пожеж, систем контролю воріт розташованих по периметру та блокуючих їх пристроїв, ліфтів, кухонного обладнання, систем цифрових та аналогових сенсорів,

оптоволоконних кабелів, сигнальних кабелів та систем передачі цифрових сигналів, що з'єднані з автоматизованими системами приміщень. Інженер АСУ також може займатися обслуговуванням електронних систем контролю блокування доступу до приміщень та систем спостереження.

**Вимоги до кандидата:**

**Освіта:**

Ступінь бакалавра по одній з наступних спеціальностей: інженер-електрик, інженер-механік або інженер з системному контролю.

**Досвід:**

Мінімум 2 роки роботи у галузі експлуатації або обслуговування АСУ, або досвід роботи з електронним обладнанням систем контролю, чи інший схожий досвід.

**Знання мови:**

**Українська або російська мови:**

Середній рівень володіння із знанням професійної термінології.

**Англійська мова:**

Розмовний рівень – базовий; читання, письмо - середній рівень із знанням професійної термінології.

**Професійні знання та навички:**

Кандидат повинен знати спеціалізовані комп'ютерні програми, мати математичні здібності та навички користування вимірювальними приладами. Кандидат повинен мати базові знання з АСУ офісних приміщень, технології прямого цифрового управління, та послідовності роботи перемикачів на пульті управління. Повинен мати знання з програмування установок різноманітного обладнання АСУ, що контролюється комп'ютером та мікропроцесором, а також вміти діагностувати та усувати проблеми з обладнанням, калібрувати та замінювати сенсори, сигнальні кабелі та сенсори вентиляційного обладнання. Кандидат має знати всі системи приміщень та їх експлуатаційні функції, а також роботу АСУ у звичайному, аварійному та режимі очікування.

**Подача документів:**

Кандидати на вакансію мають надіслати анкету на працевлаштування в Посольство США (DS-174) на електронну пошту: [KyivHR@state.gov](mailto:KyivHR@state.gov), або по факсу: 044-490-4085. Анкета має бути заповнена **англійською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення англійською мовою можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. **Кінцевий термін подачі анкет на вакансію до 23 жовтня включно.** Анкети, які будуть отримані після 23 жовтня розглядатися не будуть.

CLEARED: ODurmus-FMS (by e-mail)