



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-30

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Building Trades Foreman (Residential)
OPENING DATE: Tuesday April 13, 2010
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-6

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the position of Building Trades Foreman (Residential) in the Facilities Management Office (FM) of the General Services Office (GSO) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Serves as a Building Trades Foreman, under the direction of the Residential Maintenance Supervisor. The incumbent is responsible for coordinating and supervising the work of employees engaged in the general maintenance and upkeep of the residential housing, associated buildings, grounds, swimming pools, and various equipment and furnishing. Properties include the, Government Owned (GO) properties; Chief of Mission Residence, 8 townhouses; approximately 80 short-term (STL) leased residential properties and the Blue Nile Recreation site. The incumbent may also be required to support the building trade's maintenance repair and construction requirements of Consulate General Juba and the Department of State mission in Darfur. When required supports the Embassy composed of the Office building, Annex, General Services and Facilities Shops Areas, Marine House, and all Service and Entrance CACs and PACs. Responsible for the following trades and the related responsibilities defined as Carpentry, Painting, Masonry, Cabinet and Furniture assembly and repair, Lock repair/replacement, Glass Work, Flooring Installation with such materials as carpet tile or other material such as porcelain tile. The incumbent also when required performs the work of employees under his/her direction and other duties as required. The majority of the work is assigned using the work order for windows (WOW) module. The incumbent performs daily work such as preparing time and attendance reports, personnel actions such as employee appraisals, and documentation of the work assigned and completed. The incumbent provides coverage for emergency services to support both Embassy and residential operations and maintenance requirements as required, such as responding to lockouts or to support other shops/trades, 24 hours per day, seven days per week (24/7) in support of all Embassy operational requirements.

Major Duties and Responsibilities:

1. Serves as the Residential Building Trades Foreman and is responsible for the assignment of the daily work of the maintenance and repair personnel under his/her direction. Plans work from a master schedule of work scheduled and daily customer support requirements. The Building Trades Foreman carries out the work of directing subordinates by using written on scheduled work orders or oral instructions received from the Residential Maintenance Supervisor or Facility Manager. Responsible for unscheduled, preventive, predictive, and emergency maintenance work orders. The incumbent ensures that all assigned maintenance tasks are accomplished promptly as described in the work order and

in accordance with manufacturer's preventive maintenance, common trade repair guidelines or customer requirements. Responsible for completed work orders and for documenting work accomplish, adding required comments and notes, and accounting for labor hours and material usage used after completion of the work and returns to the Residential Maintenance Supervisor for review and work close-out by the Work Order Clerk with all information required to input into Work Orders for Windows (WOW). Supervises work area cleanup and secures work areas to meet safety and security requirements upon completion of all duties and responsibilities. Maintains key control of all residential properties when accessing and securing these properties.

Responsible for the painters under the incumbent's direction and the work conducted within the shop and residences to include the management of hazardous materials. Responsible for shop inventory of tools and equipment and special support requirements such as expendable supplies, such as; rags, thinner, and other consumables. Prepares required requisitions to obtain stock, or tools and other materials. Identifies shortages or excess materials and provides information to GSO staff on material stock levels in the warehouse to ensure that required on-hand materials are available when needed. Maintains paint and inventory records of what colors of paint were used and when they were used should this information be required.

Responsible for the other shops to include carpentry, mason, locksmith, shop helpers and work conducted within the shop or residences to include the use of power equipment such as table saws, drills presses, grinders, lathes, planners, chop saws, miter saws and a variety of equipment that requires abeyance of safe operating rules and regulations at all times. Responsible for shop supplies and ordering the materials for each job and maintaining the inventory of shop stock, tools and other shop materials.

The incumbent is responsible for ensuring that the personnel under his direction have full understanding of the use and requirements to wear and use the required personal protective equipment required when performing specific jobs. This includes the wearing of safety shoes, safety glasses, a work uniform, hearing protection if required, a respirator of dust mask if required, hard hat if required, and other job specific safety equipment such as gloves or body harnesses when working at heights above 8 feet on lifts or scaffolding. The incumbent is responsible for shop equipment set-up, maintenance, cleaning, inspection and checks and services to include maintenance of job located eye-wash stations. The incumbent is responsible for daily safety briefing and weekly shop safety meetings. The incumbent is responsible for ensuring that personnel know emergency procedures for responding to emergencies within an Embassy grounds other properties such as the Blue Nile Recreation site and how to respond to a fire or a security threat.

The incumbent is responsible for determining the materials, equipment, expendable supplies and tools to be used for each job. Transfers equipment and personnel from one project to another as necessary. Coordinates or installs, inspects repairs and maintains a variety of residential building systems such as doors, windows, locks, flooring, and a variety of furnishings. Supervises general repairs such as those requiring painting, patching walls, security hardware repair or installation, hanging shelves or framed items such as photos, and furniture touch-up. Coordinates renovations of existing facilities and minor construction within new facilities as required such as a Make-Ready for new or new tenant properties.

The incumbent is responsible for complying with safety rules and regulations, environmental rules and regulations as they pertain to the use and recovery of waste products generated during the course of the work such as lubricants, paint, paint thinner, or solvents. The incumbent is responsible for ensuring that personnel understand the dangers of working with compressed air, power tools such as nail guns and other equipment that can cause severe bodily harm if used incorrectly. Written documentation will be on-hand to document the training and certification to use equipment that is potentially dangerous. Responsible for maintaining Material Safety Data Sheets and inventory of hazardous materials.

(60%)

2. Supports TDY support personnel and technical advisers such as trainers on the full range of chancery related building trades maintained equipment and systems such as doors, locks, office equipment and furnishings.

(10%)

3. Ensures the proper use of time, tools and materials and that the work areas are kept clean and safe. Performs regular checks for consumable materials, spare parts and submits procurement requests to the Facility Manager via the Residential Maintenance Supervisor for review, approval and processing.

(15%)

4. Performs other duties as assigned and to support post activities including relocation of equipment, emergency response actions such as overtime and weekend/holiday work, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team.

(15%)

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of secondary school required. Completion of vocational training from an accredited institute recognized as producing journeyman level electricians is required.

--Prior Work Experience: Minimum 5 years in any of the building trades with at least 1 year of supervisory experience.

--Language Proficiency: (This will be tested)

| | Speaking | Reading | Writing |
|---------|------------------------|------------------------|------------------------|
| English | Good working knowledge | good working knowledge | good working knowledge |
| Arabic | Good working knowledge | Good working knowledge | Good working knowledge |

--Skills:

Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.

The incumbent must be administratively active in his/her role as a supervisor and is responsible for all administrative actions for subordinates. These duties include performance appraisals, counseling, awards, corrective action, and preparation of time and attendance records

Ability to assign, supervise, and inspect the work of building trades journeyman, workers, and trades helpers; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situation accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the mission on a daily basis by meeting each requirement by effective supervision and efficient use of materials.

Must have the ability to self-plan and schedule work assignments of subordinates accordingly for best use of time. Ability to use a variety of powered, non-powered and powered hand tools, shop equipment such as table saws, sanders, grinders, paint spraying equipment, locksmith tools, and a variety of painting and wood finishing tools and equipment. A driving license is required.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: KhartoumHRO_DL@state.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, 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.