

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: FRA 17-10

Date: 01/27/2010

Position Title	HVAC (Heating , Ventilation and Air Conditioning) Foreman
Location	American Consulate General, Frankfurt am Main, Facility Maintenance Operation
Open To	All Interested Candidates
Salary and Grade	<p>Not Ordinarily Resident:</p> <p>- US \$ 29,107 per year starting salary Position Grade: FP-09</p> <p>Ordinarily Resident:</p> <p>- € 32,609 per year starting salary (*) Position Grade: FSN-05</p> <p>(*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p>
Work Hours	Full-Time, 40 hrs/week
Opening Date	January 27, 2010
Closing Date	February 09, 2010
Security Requirement	U.S. Mission issued medical/non-sensitive security clearance

The American Consulate General in Frankfurt is seeking an individual for the position of HVAC Foreman in the Facility Maintenance Operation.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to employment-germany@state.gov with identification of vacancy number.)

Incumbent oversees and coordinates maintenance and repairs on chilled water, window and split type air-conditioning units for buildings, warehouses, workshops, the Consulate staff housing and residences in Frankfurt. S/he may be required to provide regional technical support to constituent posts. Incumbent establishes and coordinates routine maintenance programs and schedules, evaluates written work requests and prepares bills of materials.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific information supporting each item.

EDUCATION Completion of secondary school (Germany: Realschule, America: American High School Diploma or GED, for all other: 10 years of schooling) is required. In addition, completion of an apprenticeship training recognized as a journeyman A/C Technician is required.

EXPERIENCE: A minimum of two (2) years of journeyman experience in the HVAC trade is required.

LANGUAGE: Level III (good working knowledge) English and German language skills are required. (speak/write and read).

KNOWLEDGE, SKILLS, ABILITIES:

- Must be thoroughly familiar with all the German trade practices and regulations to the HVAC trade.
- Experienced journeyman level knowledge in the use of all tools and machinery used in the trade is required.
- Incumbent must have German class B driver's license. (must be attached to the application)
- Incumbent must be able to lift up to 50 lbs / 23 kg.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
 3. Current Locally Employed Staff (LE Staff) 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 U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
 5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
 6. The candidate must be able to obtain and hold a non-sensitive security clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

1. The U.S. Mission will only accept applications submitted electronically using the above-referenced link.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: February 09, 2010

The U.S. Mission in Germany 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: FAC: BERentsch
 Cleared: MGT/HR: MRRittley
 Drafted: MGT/HR: FBachmann