

Vacancy Announcement

U.S. Mission Bolivia

Announcement Number: La Paz-2018-24

Position Title: Maintenance Supervisor

Opening Period: September 21, 2018 – Until Filled

Series/Grade: LE 1210 – FSN-8

For More Info: Human Resources Office
Mailing Address: 2811 Arce Avenue
E-mail Address: Vacancias@state.gov

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Bolivia is seeking eligible and qualified applicants for the position of Maintenance Supervisor.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (2 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: YES

Duties: The incumbent is directly responsible for the maintenance of all the long-term lease (LTL), sort-term lease (STL) and Government own (GO) that counts 45 residences of the American Embassy and one shop compound. It should plan assign and supervise works to tradesmen according to the maintenance requirements in a daily basis.

Directly supervises one assistant maintenance supervisor (housing) and various trades employees and contractor personnel in various separate locations. Provides guidance to maintenance trades personnel in the maintenance, repair and make ready process of the 45USG owned and leased residences off the Embassy compound, for all agencies in the Embassy housing pool. Acts as the APOSHO for all rented embassy houses. The incumbent of this position works directly for the Deputy Facility Manager

Qualifications and Evaluations

EDUCATION: Completion of Secondary School is required. Must have completed an apprenticeship in one of the recognized construction trades or have 6 years practical experience in construction (general)

Requirements:

EXPERIENCE: 5 years of experience in construction or facilities management is required. 2 years of supervisory experience is required.

JOB KNOWLEDGE: Must have excellent knowledge of building and equipment repair. Electrical appliance and air conditioning knowledge is required. Must be able to draft letters and memos. Must have knowledge of local design and construction codes.

Evaluations:

LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing of Spanish is required. Level III (Good working Knowledge) Speaking/Reading/Writing of English is required. (This may be tested.)

SKILLS AND ABILITIES: Must be able to plan and estimate material and time required for projects. Must be able to work in stressful work environment; ability to work in MS- Office; must be able to drive government owned vehicles having a **valid driver license**

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Bolivia may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on the [Mission Internet site](#).

To apply for this position, applicants should electronically (or otherwise) submit the documents listed below to Vacancias@state.gov

For more information on how to apply, visit the [Mission Internet site](#).

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- Language Scores (if available within the last 6 months)
- Education Certificates or Licenses
- Work certificates
- Letter(s) of recommendation
- Copy of valid driver license
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via **email**.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the [Human Resources office](#) or on the [Mission Internet site](#).

Thank you for your application and your interest in working at the U.S. Mission in Bolivia.