

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: OTTAWA, CANADA

GARDENER/LABORER (WHEN ACTUALLY EMPLOYED)

VACANCY NUMBER: 18-038R (Re-Advertisement)

Tuesday, July 31, 2018
This Vacancy is **Open**

OPEN TO: All Interested Candidates / All Sources

POSITION: Gardener/Laborer(When Actually Employed) **Grade:** FSN-

2, FP-CC9*

OPENING DATE: Tuesday, July 31, 2018

CLOSING DATE: Tuesday, August 14, 2018

WORK HOURS: Seasonal/Intermittent (Irregular)

SALARY: FSN-2, step 1, 17, 98 CAD per hour;

FP-CC step 1, 10.12 USD per hour*

*Final grade/step at FP pay scale will be determined by

Washington.

LENGTH OF HIRE:N/A

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Gardener/Laborer (When Actually Employed) in the Facility Management Office.

BASIC FUNCTION OF POSITION

Performs a variety of gardening and landscaping services at the Ambassador's Residence and Deputy Chief of Mission's Residence under the direct supervision of the Facility foreman and Horticulture Technician. Performs a variety of tasks, including but not limited to: lawn/landscaping, snow removal duties, driving, manual labor tasks, painting, cleaning, lifting, and assists skilled tradesmen in performing their duties.

OUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Successful completion of secondary school at a minimum is

required.

- **2. Experience:** Minimum of one year practical horticulture work, landscaping/hardscaping. Experience in operating various landscape equipment (mowers, string trimmers, blowers, hedge trimmer, etc.) and use of tools include but not limited to shovels, trimmers, hammer, ladder, wheelbarrow, etc.
- **3. Language:** Level III (Good Working Knowledge) speaking/writing/reading English
- **4. Knowledge:** General knowledge of landscape grounds maintenance techniques required. Must become familiar with all properties, locations, and special circumstances as they relate to Grounds Management Operations. Must have a basic knowledge of horticulture management practices.
- **5. Skills and Abilities:** The incumbent shall have the skills and abilities in the following areas:
- 1. Must be able to use basic gardening tools including ladders.
- 2. Must be able to keep work sites clean and neat.
- 3. Must have a valid driver's license for standard vehicles.
- 4. Use good safety practice and follow all safety requirements in execution of tasks and be able to use all appropriate personal protective equipment (PPE).
- 5. Must have good interpersonal skills. Be able to take direction and must be organized. Communicate orally with co-workers, contractors and vendors to obtain and provide pertinent information.
- 6. Interpersonal Skills: Good communication skills

SELECTION PROCESS

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.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf).

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.

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

For EFMs, 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.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

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

DS-174

Copy of Orders/Assignment Notification (or equivalent)

Residency and/or Work Permit

Passport copy

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

List of references

SUBMIT APPLICATION TO: Email your application to ottawahr@state.gov and

reference Vacancy Announcement number.

POINT OF CONTACT: ottawahr@state.gov

Phone:

DEFINITIONS

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

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

Mission in Canada.

CLOSING DATE FOR THIS POSITION: TUESDAY, AUGUST 14, 2018

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.

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