UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: OTTAWA, CANADA

HORTICULTURAL TECHNICIAN VACANCY NUMBER: 18-028R (Re-Advertisement)

Monday, July 9, 2018
This Vacancy is **Open**

OPEN TO: All Interested Candidates / All Sources

POSITION: Horticultural Technician **Grade:** FSN-4

OPENING DATE: Monday, July 9, 2018

CLOSING DATE: Monday, July 23, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-4, step 1, 41,631 CAD per year;

FP-AA step 1, 25,871 USD per year*

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

Washington.

LENGTH OF HIRE: Indefinite subject to successful completion of probationary

period

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 Horticultural Technician in the Facility Management Office.

BASIC FUNCTION OF POSITION

Under direct supervision of the Facility Supervisor and Lead Horticulture Technician, the incumbent performs a variety of skilled horticultural landscaping services and landscape maintenance at the Embassy official residences. Tasks include but are not limited to lawn maintenance, flowerbed maintenance and pruning, various landscape equipment maintenance, minor repairs and operation, snow and ice removal, driving, interacting with contractors, event preparation, various skilled manual labor tasks, working in all kinds of weather, ability to lift 50 lbs, and use of personal protective gear as required by task. Incumbent performs skilled duties that include but not limited to painting, shop cleaning, use of power tools as well as assisting other skilled tradesmen in performing their duties.

QUALIFICATIONS 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:** Must have successfully completed a Horticulture Technician program or equivalent College/University program.
- **2. Experience:** Minimum of two years practical horticulture work. Experience in operating various landscape equipment as well as experience driving with a trailer.
- **3. Language:** Level III (Good Working Knowledge) speaking/reading/writing English.
- **4. Knowledge:** Must have intermediate to advanced knowledge of horticultural practices, plant identification, propagation, landscaping and safety practices and codes that pertain to the landscape field.
- **5. Skills and Abilities:** Must be proficient at multitasking, adapting to working in various weather conditions, safety, WHMIS, be physically able to do heavy lifting, use of ladders or working at heights as well as various levels of manual labor.
- **6. Interpersonal Skills:** Good interpersonal 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

Degree (not transcript)

Degree with transcript

Driver's License, if required by a position

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

SF-50 (if applicable)

Letter(s) of recommendation

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: MONDAY, JULY 23, 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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