

# Vacancy Announcement U.S. Consulate General Matamoros

U.S. Consulate General Matamoros

**Announcement Number:** MTM-2018-003-R

**Position Title:** Electrical Controls Technician

**Opening Period:** (June 11, 2018) – (June 28, 2018)

Series/Grade: LE- 1210-7

FS is 07. Actual FS salary determined by Washington, D.C.

**Salary:** (MXN) \$242,395.06

For More Info: Raquel Guerrero

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## 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. <a href="https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees">https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees</a>

**Summary:** The U.S. Consulate General Matamoros is seeking eligible and qualified applicants for the position of **Electrical Controls Technician**.

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 upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

**Duties:** The incumbent reports to the Building Engineer Supervisor. The incumbent is employed as a journeyman level Electrical Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) on critical and non-critical electrical components within the functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties. The incumbent specializes in the operations and maintenance of electrical control systems, apparatuses, and components that drive the complex operating systems within the Embassy facilities. The incumbent will perform preventive maintenance, repairs, routine service, testing, and when necessary the replacement of the automated equipment. He/she will assist in the programming of the control sequence control devices and their interface with the Building Automation System (BAS).

The incumbent will ensure that servicing and repairs are per the manufacturer's guidance, meet International Building Code standards, and that equipment is functioning at peak efficiency; will incorporate safe work practice including lock-out/tag-out procedures.

**For further information:** Visit: <a href="https://mx.edit.usembassy.gov/embassy-consulates/jobs/matamoros/">https://mx.edit.usembassy.gov/embassy-consulates/jobs/matamoros/</a> The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

### **Qualifications and Evaluations**

**Education:** Successful completion of a minimum two (2) years specialized vocational training program from an accredited institute recognized as producing journeyman level electricians is required.

### **Requirements:**

**EXPERIENCE:** Three (3) years' experience working at the journeyman level in the installation, repair, and maintenance of commercial building electrical systems including power generation and distribution systems, grounding, and digital building controls and automated systems, including two (2) years' work experience operation and maintaining 3 phase electrical equipment, components, and systems is required.

JOB KNOWLEDGE: The incumbent is required to know electrical theory, ohms law, how to size electrical equipment including generators, transformers, motor starters, feeder and branch circuit wiring, circuit breakers and other electrical equipment/components, and how to use the various test instruments to analyze and repair electrical problems. Must know how to diagnose the root cause of an electrical problem and what materials and equipment will be needed to facilitate repairs. Must know how to work safely in electrical components including the use of lock-out/ tag-out safety measure. The incumbent must have detailed technical knowledge of electrical control systems and how control systems interface with other operating systems, power generation and distribution equipment, switchgear, and mechanical equipment. Must have a very good technical understanding of major building electrical/mechanical systems and equipment with a specialty in controls. Knowledge of International Building Code standards including electrical and mechanical requirements, and fire and life safety code is required.

### **Evaluations:**

**LANGUAGE:** Level II (Limited) Speaking/Reading/Writing of English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing of Spanish is required. (This may be tested.)

SKILLS AND ABILITIES: The incumbent must be able to read and interpret electrical drawings, riser diagrams, wiring schematics, various equipment schedules, operations and maintenance manuals, and other construction documents. The incumbent shall have skills and abilities in the following areas: testing electrical components and taking equipment readings with carious meters, hand tools, power tools, and specialty tools to determine the root cause of a problem, and the appropriate repairs. Must be able to use associated components and devices. Additional skills include working with emergency standby generator systems; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, working on ladders at various heights, and working in temperature extremes, indoors or outdoors, to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must be computer literate, able to navigate through the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft reports and create spreadsheets, and able to write e-mails and research information on the Internet. A valid driver's license with a clean driving record is required. Must be able to handle a large workload and multiple tasks. Must be able to communicate with local contractors and other LE Staff.

**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:** The U.S. Mission in Mexico City offers a competitive compensation package to our Locally Employed Staff:

- Health and Life insurance
- Paid U.S. and Mexican holidays (20 per year approx.)
- 12 days of vacation per year
- Paid sick leave
- Affiliation to IMSS, AFORE and INFONAVIT
- One year probationary period
- Opportunities to travel abroad for training, and more

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.

# 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 reemployment 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: <a href="https://careers.state.gov/downloads/files/definitions-for-va">https://careers.state.gov/downloads/files/definitions-for-va</a>

**How to Apply:** All candidates must be able to obtain and hold a Local Security clearance.

To apply for this position applicants must electronically submit the documents listed below to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- 1. Universal Application of Employment (Form DS-174) which is available at: https://mx.usembassy.gov/wp-content/uploads/sites/25/2017/08/DS174.pdf
- 2. Last level of Education Certification (e.g., copies of High School Diploma, University Transcripts, Bachelor's Degree, Master's Degree, etc.)
- 3. Language Proficiency Certification:
  - Non-Native English Speakers who are interested in applying for positions with an English language requirement in Mission Mexico are required to take the TOEIC, TOEFL, or STRATCOMM English language examination to demonstrate their English language proficiency. The cost of either TOEIC or TOEFL testing are the applicant's responsibility. The STRATCOMM English test is free and must be taken at the Consulate and be proctored by designated HR staff. Under no circumstances, results of a STRATCOMM test taken outside of the Consulate are accepted. English Level II scores are: TOEFL 460+; TOEIC 450+; STRATCOMM 26%+. Alternatively, you may present a Bachelor's or Master's Degree earned in an English Speaking country.
  - If, on the other hand, you are a Native English speaker, you need to take a Spanish test.
     Applicants should specify this situation when sending your application. Non-EFMs will be responsible for test fee. You also may present your results in a Berlitz Spanish test or a Bachelor's or Master's Degree earned in a Spanish Speaking country.
  - o If your native language is neither English nor Spanish, you need to provide certificates for both.
- 4. Permanent Residency and/or Work Permit from "Instituto Nacional de Migración" (Only for non-Mexican Citizens). Please note that the Embassy does not process Work Permits for selected candidates, you must already have a Work permit to be eligible.

# 5. Valid Driver's License

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

- DS-174
- Latest Education Diploma/Certificate/Degree + transcript
- Language Certification
- Residency and/or Work Permit (Only for non-Mexican Citizens)
- Driver's License

**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.

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