

U.S. MISSION

Vacancy Announcement

Riyadh - Jeddah - Dhahran

RE-ADVERTISEMENT

U.S. Mission U.S. Consulate Jeddah, Kingdom of Saudi Arabia

Announcement Number: Jeddah-2018-065-J

Position Title: HVAC Technician (100331)

Opening Period: August 2, 2018 – August 9, 2018

Series/Grade: Local Employee, LE-06 (Full Performance Level) or Foreign Service,

FP-08/Step1

*Local Compensation Plan (LCP):

Starting gross salary: SR. 119,241 plus other benefits (e.g., children

education allowance, annual ticket/s, medical & life insurance coverage,

retirement contribution plan, etc.)

*USG Pay Plan (USG PP): US\$ 38,468 per year

Actual FS salary will be determined by Washington D.C.

For More Info: Email: HRORiyadh@state.gov

Who May Apply: All Interested Applicants/All Sources

Security Clearance Required: Appropriate security clearance will be required after selection

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas</u> <u>Employees before you apply.</u>

Summary: The U.S. Mission in Jeddah, Kingdom of Saudi Arabia is seeking eligible and qualified applicants for the position of HVAC Technician for the Facility Management office.

Work schedule for position is: *Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent reports directly to the Maintenance Supervisor with team lead guidance from the HVAC Controls Tech. The position holder is employed as a Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work at the journeyman HVAC technician level, to International Building Code (IBC) standards, throughout all facilities on the New Consulate Compound (NCC) to include office buildings, out buildings, ancillary structures, and residential owned/leased properties.

Qualifications and Evaluations

EDUCATION: Completion of secondary school required. Successful completion of a minimum of two-year vocational training recognized as producing journeyman level technicians with specialization in the HVAC field is required.

Note: Substituting Experience for Education-Completion of secondary school and seven (7) years of HVAC experience is required.

EXPERIENCE: A minimum of 5 years of journey-level experience in the installation, operations, repair and maintenance of commercial or industrial HVAC/mechanical refrigeration systems. Including 3 years work experience operating, maintaining, or repairing 100 ton chillers or larger, and large air-handling units is required.

REQUIREMENTS:

JOB KNOWLEDGE: The incumbent must have superior knowledge, exceptional technical skills, and a thorough understanding of heating, ventilation, and air-conditioning (HVAC) systems with an indepth understanding of thermodynamics and how they apply to HVAC theories and principles. Must be well-versed in HVAC controls including motor starters, thermostats, humidistats, variable frequency drive (VFD) motors and controllers, motorized and gravity dampers, and building automation systems and sensors.

EVALUATIONS:

LANGUAGE: English and Arabic level III (Good Working Knowledge – read/ write/ speak) required and this will be tested.

SKILLS AND ABILITIES: The incumbent will have superior skills and abilities in the following areas: troubleshooting, diagnosing, and repairing HVAC systems and components; taking and interpreting equipment readings with various meters to determine system performance; skilled using all sorts of hand tools, power tools, and specialty tools typical of the HVAC trade to install, remove, update, and/or determine appropriate repairs to any component of a HVAC system including control sensors, controllers, motors and dampers.

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 and U.S. Consulates, Jeddah and Dhahran, Kingdom of Saudi Arabia receive a compensation package that includes health and life insurance, annual homeward passage, child education allowance, housing allowance, meal and transportation allowances, plus retirement, 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.

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: To apply for this position, applicants should submit the documents listed below as a single file in PDF format to email address: HRORiyadh@state.gov (Note: Multiple files will not be accepted).

Please use the position title and announcement number as the subject line in your email (failure to use the right subject line may result in your application not reaching the required application folder for further consideration).

For more information on how to apply visit the Mission internet site.

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

- Universal Application for Employment DS-174 form, which is available on our website (Link: https://sa.usembassy.gov/embassy-consulates/jobs/)
- A clear copy of valid Saudi identity card or igama card/work permit
- Passport copy
- High School Diploma
- Degree with transcript
- Language scores (if available)
- Professional certificate or license
- A clear copy of valid Saudi driver's license (if the position requires)
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letters of recommendation
- List of references
- Any additional documentation that supports or addresses the requirements listed above (e.g. copies of essays, awards and certificate of employment).

What to Expect Next: Due to high volume of applications received, only Applicants who qualify take a language or skills test, or who are selected for an interview will be contacted.

Thank you for your application and your interest in working at the U.S. Consulate in Jeddah, Kingdom of Saudi Arabia.