



VACANCY ANNOUNCEMENT

FY18-25r

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Facilities Management Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

INDUSTRIAL ELECTRICIAN

- Open to:** All Interested Candidates / All Sources
[Click here to see the list of definitions](#)
- Position:** Industrial Electrician, FSN-5/FP-09
- Opening Date:** February 26, 2018
- Closing Date:** Open until filled
- Work Hours:** Full-time
- Salary Range:** Ordinarily residents (FSN-5): EURO 2,580 – 3,410 gross/month
Non-ordinarily residents (EFMs) (FP-09): USD 28,545 – 49,490 gross/p.a.

NOTE : ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

MAIN DUTIES AND RESPONSIBILITIES

Responsible for maintaining electrical infrastructure spread across the Embassy Compound. The Industrial Electrician performs hands-on journeyman level duties on European and US models of sophisticated building systems and equipment. The Industrial Electrician is the electrical representative on the five-member Office Building Maintenance Team (OBMT).

The Industrial Electrician follows the guidance given by the OBMT foreman and uses the manufactures maintenance guidelines (French or Dutch and English) to carry out all types of inspections, calibrations and cleaning functions. Utilizes hand tools and test equipment such as volt/ohm meters, meggers, amp meters and thermal imagers to test and evaluate medium voltage switch gear, main power distribution panels, transformers, power factor correction systems, electrical distribution panels, branch circuit boxes and associated wiring to ensure they are dependable, safe and operating at peak efficiency.

Draft and submits Statement of Work (SOW) and construction documents for repairs, renovations and new construction projects. Monitor contractor performance and assists in developing punch lists, testing criteria, and inspection procedures to determine if deliverables meet the terms and conditions of the contract. Works with other US Embassy personnel to complete in-house improvement projects. Assists in the development and implementation of a comprehensive preventive maintenance program for the electrical infrastructure.

Responsible for conducting administrative duties such as maintaining equipment log books, preventive maintenance schedules, scheduling tracking and reconciliation of work orders. Once the Industrial Electrician completes a task, is responsible for obtaining the necessary information to fill out the Global Maintenance Management System (GMMS) work order.

QUALIFICATIONS REQUIRED

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

- 1. Education:** High school degree and technical training as an electrician.
- 2. Experience:** At least three years of journeyman level experience in the industrial electrician field.
- 3. Language Requirements:** Level III English and Level III Dutch or French.
- 4. Job Knowledge:** Thorough knowledge of the Electrician trade at a journeyman level. Basic computer skills to include the Microsoft software suite (Word, Excel, Outlook).
- 5. Skills and Abilities:** Must have the ability to perform most tasks with minimal supervision. Must be able to read and understand drawings and technical manuals. Must have a valid class "B" driver's license. Must be able to lift 70 pounds.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: Open Until Filled

The three U.S. Missions in Belgium provide 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. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.