



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-04
Position Title:	Heating Technician
Opening Period:	Open Until Filled
Series/Grade:	LE-1210/5 FS-1210/9
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	All Interested Applicants / All Sources
Security Clearance Required:	Local Security Certification/Public Trust Certification
Duration Appointment:	LE: Definite Not to Exceed 1 year (LE). Becomes indefinite after successful completion of one year. FS: Definite Not to Exceed 5 years. (FMA) Definite Not to Exceed 1 year. (PSA)

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

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of Heating Technician.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

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

Supervisory Position: No

Duties:

The job holder is part of the Heating Ventilation and Air Conditioning (HVAC) / Appliance repair shop located in Zaventem.

Performs scheduled, unscheduled and emergency maintenance services for all heating systems, boilers and heating equipment to include gas boilers and furnaces, electric boilers and furnaces, piping, wiring and control systems, VAV dampers, variable frequency drivers, duct work, filters, fan coil units, radiators, heat exchangers, motorized valves, circulation valves, actuators, and dampers. Conducts inspections, calibrations and cleaning functions using equipment such as volt/ohm meters, meggers, amp meters, thermal imagers, combustion analyzers, and gas leak detectors. Drives a truck with equipment in the greater Brussels area. Administrative tasks include completing work orders in the Global Maintenance Management System (GMMS), and filing proper paperwork to purchase repair/replacement parts.

Qualifications and Evaluations

Education: Secondary/High school degree and technical training as a Heating Technician.

Requirements:

EXPERIENCE: Minimum three years of experience as a Heating Technician.

JOB KNOWLEDGE: Thorough knowledge of the Heating trade at a journeyman level. Basic computer skills to include the Microsoft software suite (Word, Excel and Outlook).

Evaluations:

LANGUAGE: Speaking, reading, and writing: Level 3 (good working knowledge) in Dutch or French, and level 2 (limited knowledge) in English.

SKILLS AND ABILITIES: Must have a valid G1 and L certificate for gas burners and liquid fuels in the regions of Flanders and Brussels. 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.

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.

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: All candidates must be able to obtain and hold a Local Security/Public Trust certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

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

To apply for this position click the “Apply Now” button at the Mission’s internet site:
<https://be.usembassy.gov/embassy/jobs/>.

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

- DS-174
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)

- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport or ID card copy
- Driver's License
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

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.

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.

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