



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy in Brussels

Announcement Number: Brussels-2018-90

Position Title: HVAC 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 HVAC 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 Office Building Maintenance Team (OBMT) HVAC Technician is responsible for maintaining 9,000,000 dollars of both European and US Models of Heating, Ventilation and Air Conditioning equipment spread across 23,000 square meters of functional space on the Embassy Compound. The OBMT HVAC Technician performs hands-on Journeyman Level HVAC trade duties on sophisticated building systems and equipment. The HVAC Technician is the HVAC representative on the five member team.

Qualifications and Evaluations

Education: High school degree and technical training as a Heating Ventilation and Air Conditioning Technician.

Requirements:

EXPERIENCE: At least 3 years of Journeyman level experience in the HVAC trade.

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

Evaluations:

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

SKILLS AND ABILITIES: Must have a valid G1, G2, G3 and L certificate for gas burners and liquid fuels in the regions of Flanders, Brussels and Wallon. 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.

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.