

"Colombo-2022-030" Vacancy Details

About

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| Announcement Number: | Colombo-2022-030 |
| Hiring Agency: | Embassy Colombo |
| Position Title: | HVAC Technician- Open to All Interested Applicants [Female/Male] |
| Open Period: | 06/17/2022 - 07/01/2022 Format MM/DD/YYYY |
| Vacancy Time Zone: | GMT+5.5 |
| Series/Grade: | LE - 1210 6 |
| Salary: | USD \$464 |
| Work Schedule: | Full-time - 40 hours per week |
| Promotion Potential: | LE-6 |
| Duty Location(s): | 1 Vacancy in Colombo, CE |
| Telework Eligible: | No |
| For More Info: | HR Section 077-317-1391 ColomboERA@state.gov |

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: OPEN TO: All Interested Applicants/ All Sources.

LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 31, 2022 is 1 USD = 355 LKR. This is a temporary revision and should not be assumed as an acquired right.

*For USEFMs, FP is FP-8. Actual FP salary determined by Washington D.C.

Security Clearance Required: Public Trust - Background Investigation

Appointment Type Permanent

Appointment Type Details: 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.

Summary: The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the **Heating, Ventilation and Air Conditioning (HVAC) Technician** in the Facility Management Office.

The work schedule for this position is: **Full Time- 40 hours per week.**

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

Supervisory Position: No

Relocation Expenses Reimbursed: **No**

Travel Required: Occasional Travel

Carry out maintenance and repair work at the journeyman level, throughout the New Embassy Compound including out buildings, ancillary structures and residential owned/leased properties.

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Duties

Basic Function of Position: The incumbent reports directly to the Building Engineer Supervisor. The position holder is employed as a Heating, Ventilation, and Air Conditioning (HVAC) maintenance and repair work at the journeyman HVAC technician level, to International Building Code (IBC) standards, throughout all facilities on the New Embassy Compound (NEC) to include office buildings, out buildings, ancillary structures, and residential owned/leased properties.

Major Duties and Responsibilities:

- Operation Support- 50%
- Maintenance Support- 40%
- Logistics Support- 10%

The completed position description listing all of the duties, responsibilities, required qualification, etc. may be obtained by contacting the Human Resources Office.

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Qualifications and Evaluations

Requirements: **Experience:** A minimum of three (3) years of journey-level experience in the installation, operations, repair and maintenance of commercial or industrial HVAC/mechanical refrigeration systems, 100ton chillers or larger, and large air-handling units is required. Work experience must demonstrate a progression of increased responsibility working on complex sophisticated equipment and components, including operation and maintenance, and troubleshooting. **Candidate must attach copies of relevant service/work experience certificates.**

Language Proficiency:

1. Level II (Limited Knowledge) Speaking/Reading/Writing English in required. **(This will be tested).**
2. Level III (Good Working Knowledge) Speaking/Reading/Writing Sinhala and/or Tamil is required.

Job Knowledge:

Must have superior knowledge, exceptional technical skills, and a thorough understanding of heating, ventilation and air-conditioning (HVAC) systems with an in-depth understanding of thermodynamic 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.

Skills and Abilities:

- Must 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.
- Must be computer literate with good skills using the Microsoft Office Suite software; able to apply basic math and algebra skills when sizing equipment; able to read and interpret construction and as-built drawings, and manufacturers technical literature; able to research the internet to find replacement parts for systems and equipment; and, knowledge of troubleshooting techniques and industry best practices to correct/resolve HVAC issues quickly.

Education Requirements:

- Must have completed G.C.E. ordinary Level (Candidate must have passed six subjects including Mathematics, and possess Distinctions or Credits for at least three subjects).
- Successful completion of vocational training from an accredited institute recognized as producing journeyman level technicians with specialization in the HVAC field is required. Must have completed a course of study covering the principles of heating, ventilation and air-conditioning (HVAC) system design, system maintenance and troubleshooting, the various types of Freon and their uses, building pressurization, indoor air quality, and other specialized applications is required.

Must attach copies of relevant educational certificates.

Evaluations: LANGUAGE: Level II English language proficiency will be tested.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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Benefits and Other Info

Benefits:

Agency Benefits: Locally Employed Staff, including Members of Household (MOHs), locally-resident EFM and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

The pay plan is assigned at the time of the conditional offer letter by the HR Office. LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 31, 2022 is 1 USD = 355 LKR. This is a temporary revision and should not be assumed as an acquired right.

For EFM, benefits should be discussed with the Human Resources Office.

Other Information: For the current COVID-19 Requirements please visit the following link.

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.

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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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.

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How to Apply

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

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site: <https://lk.usembassy.gov/embassy/jobs/>

Required Documents: To apply for this position applicants must electronically submit copies of the documents listed below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit]
- High School Diploma [Relevant G.C.E. Ordinary Level Certificate]
- Trade School Course/Diploma/License [Vocational Training Certificate/s]
- Certificate [Relevant Transcript of the Vocational Training]
- Other Document [Relevant Service/Work Experience Certificates]
- Other Document 2 [Relevant Service/Work Experience Certificates]
- Driver's License [Both sides of the Driver's License]

Next Steps: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

Due to high volume of applications received, we will only contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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