




"Colombo-2023-001" Vacancy Details

About

Announcement Number: Colombo-2023-001
Hiring Agency: Embassy Colombo
Position Title: Maintenance Mechanic/Generator Technician-Open to All Interested Applicants[Female/Male]
Open Period: 02/10/2023 - 02/24/2023
Format MM/DD/YYYY
Vacancy Time Zone: GMT+5.5
Series/Grade: LE - 1210 6
Salary: USD \$465
Work Schedule: Full-time -
Promotion Potential: LE-6
Duty Location(s): 2 in Colombo, CE
Telework Eligible: No
For More Info:  HR Section
 011-202-8764
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: All Interested Applicants - All Sources/or USEFMs or MOHs. LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the going rate of exchange each pay period. The official rate for January 30, 2023 is 1USD= 363LKR. This is a temporary revision and should not be assumed as an acquired right. *For applicants who are USEFMs, the proposed grade is FP-8:US\$ 44,035/-p.a. However, the final grade/step will be 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 **Maintenance Mechanic/Generator Technician (Residential)** for 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 the receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Relocation Expenses Reimbursed: **No**
75% or less

Travel Required: Carry out routine and emergency works of any skilled trade shops daily to assist the skilled technicians with maintenance and repair work in grounds and residential owned/leased properties.

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Duties

Basic Function of the Position:

The position holder reports to the Residential Facilities Engineer. The incumbent is employed as the Generator Technician to carry out skilled maintenance and repair work on prime and stand-by emergency generators for the residential owned/leased properties. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Global Maintenance Management System (GMMS).

Major Duties and Responsibilities:

The incumbent specializes in installation, commissioning, operations, maintenance, and repair of prime and stand-by power diesel generators.

• **Operations & Maintenance Support- 85%**

1. Generator Technician is capable of electrical and mechanical troubleshooting and repair performing planned generator maintenance and responsible for Generator Alternators, Engines, Transfer Switches and Other Related equipment, whether prime power or stand-by power. Will perform scheduled and unscheduled maintenance to keep equipment operating at peak efficiency. Will ensure all work is documented in the (Global Maintenance Management System) GMMS.
2. Inspects, tests, evaluates, calibrates, and updates generator systems to improve reliability and to assure dependability and safety and compliance. Will test all generators under load each month to assure they are ready for emergency conditions that might arise. Orders fuel, spare parts, and expendable supplies needed for generator operations and maintenance.
3. Coordinates through FAC management and OBO (Overseas Building Operation) Residential Generator Management System (RGMS) for major overhauls, installations, and generator replacement. Works with local vendor/contractors that service equipment including oil changes and top end overhauls, and/or repairs that exceed the incumbent's capabilities.
4. Responds to 24-hour emergency calls to repair residential generator systems during off-duty hours.
5. Assists in planning and scheduling of residential generator service and major overhauls.
6. Works closely with the Facilities Engineer, Residential Maintenance Foremen and Electricians to assess critical loads requiring backup emergency power, and to assure that the generator is not overloaded.
7. Monitors the work and services provided by local vendors and contractors ensuring work is performed according to the generator manufacturer's standards, completed in a timely manner, that the correct materials are utilized, and to ensure that procedures meet OBOs and RGMS requirements.
8. Will maintain costs, inspections, and maintenance records on all generators, documenting maintenance work, servicing, engine exercising, and component replacement. Equipment logs will be presented to the Residential Facilities Engineer every month so he can review equipment performance.
9. Prepares detailed and concise written reports in English for the Residential Facilities Engineer, the Facility Manager, and upper-level management personnel. Require reading and understanding of construction drawings and specifications,
10. The incumbent provides emergency service coverage for malfunctioning emergency generators and associated equipment as required 24 hours per day; seven days per week (24/7) operation. Will exercise generators under load every month, and order and always maintain a 30-day supply of fuel; keep an adequate supply of expendable supplies such as filters, oil, belts, etc. on hand to carry out scheduled and unscheduled maintenance.

• **Logistic Support- 15%**

1. Support post activities including relocations, emergency actions, escorting and monitoring contractors on site. May act as Government Technical Monitor for Generator contracts valued up to \$25,000. Individual may be required to assist other Facility Management Locally Employed (LE) Staff and assist other shops that are part of the maintenance team as directed by the Residential Facilities Engineer or the Facility Manager. Government Technical Monitor (GTM) on Post-managed projects, and/or vendor/contractor escort.
2. Collateral duties include keeping the generator rooms/sheds clean and free of hazards, keeping a supply of personal protective equipment (PPE) such as always hearing and eye protections on hand. Other assignments will be at the discretion of the Residential Facilities Engineer, or the Senior/Deputy Facility Manager.

****Note: These are NOT the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** A minimum of three (3) years' experience in the operation, maintenance, and repair of prime or standby power generators for commercial properties such as high-rise office buildings, a hospital or college campus, Residential Buildings/Apartments or for the local utility company is required. One year of which should be in the operations, maintenance, and repair of 45 KVA or larger generators. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

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

JOB KNOWLEDGE:

- Knowledge of the internal working of a combustion engine, torque values at various RPMs, and methods and standards for routine maintenance on combustion engines is required.
- Must have thorough knowledge of troubleshooting, repairs and maintenance of residential generator systems including Automatic Transfer Switch, Automatic Voltage Regulators (AVR) and engine control modules.
- Must have a very good technical understanding on how diesel engines are sized for generators to obtain optimum performance.
- Must know how to adjust valves, change filters and belts, adjust speed to achieve hertz levels (50 Hz), and make repairs.

SKILLS AND ABILITIES:

- Must be able to diagnose and repair diesel engines, residential generator, Automatic Transfer Switches, and alternator units; test electrical components and take equipment readings with various meters, hand, power, and specialty tools to determine appropriate repairs, lifting, and carrying tools, equipment.
- Must be able to install emergency standby residential generator systems; installation of plumbing lines required for the transmission and distribution of diesel fuel; distinguishing frequencies and sounds, color codes and odors in the operation of equipment to troubleshoot for repairs.
- Must have a valid driver's license.

Education Requirements: Completion of Secondary Education (*Completion of G.C.E O/L- Candidate must have passed 6 subjects including Mathematics and possess Distinctions or Credits for at least 3 subjects*) is required. Completion of minimum one year training program from an accredited institute recognized as producing power generation diesel engine mechanics, electrical and power control, or equivalent is required. **Candidate must attach copies of relevant education 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), and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo, Sri Lanka may receive a compensation package that may include health, 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: **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 Public Trust- Background Investigation clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

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.*

Please provide the required documentation listed below with your application:

- Proof of citizenship (NIC/Passport/Residency and/or Work Permit)
- High School Diploma (Relevant G.C.E. O/L and training certificate)
- 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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