

"Colombo-2023-009RA1" Vacancy Details

About

Announcement Number: Colombo-2023-009RA1

Hiring Agency: Embassy Colombo

Position Title: Electrician - Open to All Interested Applicants [Female/ Male]

Open Period: 06/28/2023 - 07/12/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 1210 6

Salary: USD \$464.16 /Per Month

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
 000-000-0000
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: Open to: All Interested applicants - All/or USEFMs, EFMs 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 June 16, 2023 is 1 USD = 305.00 LKR. 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, 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 seeking eligible and qualified applicants for the position of **Electrician** 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 working 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**
Occasional Travel

Travel Required: Carryout scheduled or unscheduled electrical preventive maintenance and repair work to all mission buildings and facilities including residential owned and leased properties..

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Duties

Basic Function of Position: Working in the Facility Management section of the Embassy, the Electrical Maintenance Worker carries out scheduled and unscheduled electrical preventive maintenance and repair work to all mission buildings and facilities including residential owned and leased properties.

Major Duties and Responsibilities:

1. Operations Support - 50%

- Performs hands-on installation and repair of the electrical power and lighting system, control circuitry, and other building electrical systems.
- Performs preventative maintenance on the electrical power and lighting distribution systems and related components to maintain system operation and reliability to ensure uninterrupted power to critical facilities, equipment and critical systems.
- Inspects, tests, evaluates, calibrates and updates electrical power and lighting distribution systems and wiring to improve reliability and to assure dependability, safe operation, and code and Overseas Building Operation (OBO) compliance.
- Removes, relocates, repairs, installs and tests electrical equipment to maintain occupant comfort and equipment protection in building and structures. Restores the operation of non-functioning equipment to the manufacture's recommended operating parameters.
- Orders and stocks electrical supplies, materials and replacement parts to replace materials consumed and to assure their availability for future assigned projects, scheduled maintenance, and emergency responses.
- Ensures proper use of time, tools, materials and parts, and provides labor and material data on all completed scheduled and unscheduled work order and maintenance task.
- Responds to 24-hour emergency calls during off-duty hours when critical systems have stopped functioning, or there is an imminent threat to the life safety of personnel, or structure integrity.

2. Maintenance Support - 40%

- Maintains all electrical systems; drafts and submits reports to the Senior/Deputy Facility Manager (FM) and/or supervising engineer detailing operational efficiency of systems, equipment, and critical components.
- Assists in the preparation of Statements of Work (SOW) and other construction documents for repairs, new construction, and renovation work.
- Assists in providing guidance and training to other Facility Management LE Staff and vendors/contractors for electrical generation and distribution system, equipment, branch circuit wiring, and associated electrical components and devices when new structures or equipment are brought online or re-commissioned after being overhauled.

3. Logistics Support - 10%

- Contributes to the safety program managed by the Post Occupational Safety Health Officer (POSHO).
- Remains current on job specific expertise through various sources to keep abreast of the latest technological developments and products to improve system and Equipment reliability.
- Collateral duty assignments will be at the discretion of the Supervising Building Engineer or the Senior/Deputy Facility Manager.

***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 journey-level experience in the repair and maintenance of electrical equipment and systems, power generation and electrical distribution systems, grounding, and control circuitry. This experience should also include a minimum of two (2) years work experience on similar sized equipment configurations and systems with an increased level of complex work requirements. Use and implementation of IBC standards, building, electrical, mechanical, and fire and life safety codes in the execution of projects. **(Candidate must attach copies of relevant service/work experience certificates)**

LANGUAGE PROFICIENCY:

English level II (Limited Knowledge) Written/Speaking/Reading in English is required **(This will be tested)**

Sinhala and/or Tamil level III (Good knowledge) Written/Speaking/Reading is required.

JOB KNOWLEDGE:

- Maintenance and repair of power and lighting circuits associated with switchboards and control gear in single-phase and polyphase systems.
- Minor component replacement and repairs of motors, generators, controls, and recording instruments.

- Electrical testing procedures in circuitry and control devices to monitor, diagnose faults, determine continuity, insulation resistance, impedance and capacity levels, all in accordance with United States and host country regulations.

SKILLS AND ABILITIES:

- Communication and interpersonal skills to answer queries from end-users.
- Must possess a valid class 'B' (formerly C, C1) Driver's License. **Candidate must attach a copy of the relevant driving license (Both sides). (Safe driving skills may be tested).**

Education Requirements: Completion of secondary school (Completion of G.C.E. Ordinary Level - Candidate must have passed 6 subjects including Mathematics and possess Distinctions or Credits for at least 3 subjects) is required and/or completion of vocational training program from an accredited institute recognized as producing journeyman level technicians with specialization in the electrical field is required. **(Candidate must attach copies of relevant educational certificate/s).**

Evaluations: **LANGUAGE:** English level II (Limited Knowledge) Written/Speaking/Reading in English is required **(This will be tested)**

SKILLS AND ABILITIES : Safe driving skills **(This may 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.

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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.

For the current COVID-19 Requirements please visit the following [link](#).

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 certificate clearance.

For more information on how to apply visit the Mission website: <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 (if applicable)]
- Driver's License (Both sides of the Driver's License)
- High School Diploma (Relevant secondary education certificate)
- Trade School Course Certificate (Vocational Training Certificate)
- Other Document (Relevant Service/Work Experience Certificate)
- Other Document 2 (Relevant Service/Work Experience Certificate)

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 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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