

# "Colombo-2024-002" Vacancy Details

## About

**Announcement Number:** Colombo-2024-002

**Hiring Agency:** Embassy Colombo

**Position Title:** Residential Preventive Maintenance Foreman - Open to All Interested Applicants [Female/ Male]

**Open Period:** 01/25/2024 - 02/08/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 1210 7




**Salary:** USD \$636.83 /Per Month

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-7

**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.  
For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN-7.  
For applicants who are USEFMs, the proposed grade is FP-7. However, the final grade/step will be determined by Washington D.C.

LE staff salaries are denominated in USD and will be paid in SL Rupees at the going rate of exchange each pay period. The official rate for January 16, 2024, is 1USD = 321.40 LKR. This is a temporary revision and should not be assumed as an acquired right.

**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 **Residential Preventive Maintenance Foreman** in the **Facilities 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 of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** Yes

**Relocation Expenses Reimbursed:** **No**  
Occasional Travel

**Travel Required:** The position will assist in developing, implementing, and monitoring preventive maintenance programs, supervises the performance of emergency and routine maintenance on all residential facilities and system, and enforces safety regulations and quality standards.

[Back to top](#)

## Duties

**Basic Function of Position:** The Employee acts as working foreman of multi-disciplined team of 07 or more skilled craftsmen and is responsible for implementing the preventive residential maintenance program requirements on all residential properties. Directs and performs skilled maintenance work in the installation, operation, repair, and maintenance of refrigeration, heating, ventilation and air conditioning (HVAC), plumbing, building components, power generators, and electrical systems for the residential properties. The Maintenance Foreman is responsible for planning and scheduling daily, weekly, monthly, semiannual and annual maintenance activities for all systems in residential properties and assigned trades within the Facilities Management in coordination with the Facilities Engineer. The Foreman also assists in developing, implementing, and monitoring preventive maintenance programs, supervises the performance of emergency and routine maintenance reports on all residential facilities and systems, and enforces safety regulations and quality standards.

## Major Duties and Responsibilities:

### 1. Operations & Maintenance Support- 60%

- Assist the facility management unit in planning daily works, schedules and requirements for all USG owned properties and state leased residential properties for Preventive Maintenance program and direct the maintenance team.
- Performs preventive maintains and operates residential electrical, plumbing, mechanical, civil and air conditioning systems installed in all government owned and operating lease residential properties.
- Plan and coordinate schedules with occupants and customers for work related activities. Inspects, service, tests, evaluates, and updates above systems to improve reliability and to assure dependability, safety, and compliance.
- Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Global Maintenance Management System; completes work orders within the pre-determined service standards time frame; and report completed work orders to the Work Order Clerk for data-entry and closeout.
- Provide estimates of repair (and/or replacement) costs beyond the capability to perform.
- Provide data on all completed scheduled and unscheduled maintenance task including spares utilized and those remaining in the inventory, and other consumables.
- Responds to emergency calls during off-duty hours.
- Ensure that all workers in his charge follow the Embassy safety regulations and standards.
- Initiate and carryout corrective maintenance works in all residential properties as the alternative repair and maintenance team when directed by the facilities engineer or facilities manager.
- Work on make ready, commissioning and decommissioning works on residential properties.

### 2. Maintenance and Project Support- 30%

### 3. Logistic Support- 10%

\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

To view the complete Position Description listing all the duties, responsibilities, required qualifications etc. Please click this link "[Position Description](#)"

[Back to top](#)

## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** Three years' work experience in Electrical/Mechanical/Air Conditioning/Building Services or Power Generators is required. Work experience must show a progression of increased responsibility, and the ability to repair, service and maintain complex equipment, components, and systems. An additional one (1) year of supervisory experience is required. ([Candidate must attach copies of relevant service/work experience certificates](#))

### LANGUAGE PROFICIENCY:

Level III English (Good working knowledge) Reading, Writing and Speaking is required (**This may be tested**).

Level III Sinhala or Tamil (Good Working knowledge) Reading, Writing and Speaking is required.

### JOB KNOWLEDGE:

- Must have journeymen level knowledge and skills in one of the major maintenance trades such as Air Conditioning, Electrical, Plumbing, Power Generators, Civil Engineering, Plumbing, or building service is required.
- Must have excellent working knowledge of maintenance management is required.
- Must have thorough knowledge of industrial standards for building services and facilities management, Occupational Safety and Health standards and practices, modern power tools and diagnostic equipment, Personal Protective Equipment, energy saving, optimization, and management techniques.

## SKILLS AND ABILITIES:

- Must be able to read and interpret mechanical layout drawings, electrical drawings, riser diagrams, wiring schematics, various equipment schedules, operations and maintenance manuals, as-built drawings, and other construction documents.
- Must have skills and abilities to testing mechanical and electrical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine the root cause of a problem, and the appropriate repairs.
- Must be able to use tools of the trade to install, troubleshoot, and repair the components associated Air conditioning, electrical, power distribution, power generator, plumbing systems and buildings in residential properties.
- Must be able to work in a variety of adverse conditions such as working in tight or confined spaces, working on ladders at various heights, and working in temperature extremes indoors or outdoors to complete work assignments.
- Must be computer literate and able to use Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point.
- A valid driver's license class B (Formerly C, C1) is required ([Candidate must attach a copy of relevant driving license -both sides](#))

**Education Requirements:** Must have completed two years of post G.C.E. (O/L) [candidate must have passed six subjects including Mathematics and possess Distinctions or Credits for at least three subjects] and must have completed a journeyman level vocational training or apprenticeship program in Electrical, Mechanical, Civil, Building Service or Air Conditioning field. ([Candidate must attach copies of relevant educational certificates](#))

**Evaluations:** Language: Level III (Good working knowledge) English Language Proficiency will be tested.

Skills and Abilities: Safe driving skills may be tested.

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

[Back to top](#)

## Benefits and Other Info

### Benefits:

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), Locally-Resident EFMs 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.

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](#).

## How to Apply

**How to Apply:** All applicants under consideration will be required to pass health and security certifications.

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)]
- High School Diploma (Secondary school)
- Trade School Course Certificate (Vocational training)
- Driver's License (Both sides of the Driver's License)
- Other Document 1 (Relevant Service/Work experience certificates)
- Other Document 2 (Relevant Service/Work experience certificates)

**In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.**

**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.