VACANCY ANNOUNCEMENT NUMBER: 14/19

U.S. Mission: Asunción, Paraguay

Announcement Number: Asunción-2019-14

Position Title: Heating, Ventilation and Air Conditioning (HVAC) Control Technician

Opening Period: May 13, 2019 – May 27, 2019

Series/Grade: *FSN-1210-07, **FP-07

Salary: * Gs. 92,990,246  
**US $36,218  
Actual FS salary determined by Washington D.C.

For More Info: Human Resources Office  
Mailing Address: Mariscal Lopez 1776 - P.O. Box 402, Asuncion  
E-mail Address: HROAsuncion@state.gov

Who May Apply: ALL INTERESTED APPLICANTS/ALL SOURCES

Security Clearance Required: Local Security Certification or Public Trust

Duration of Appointment: Definite Family Member Appointment (FMA) NTE 5 years; or Indefinite Personal Services Agreement subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the: Eight (8) Qualities of Overseas Employment before you apply.
**Summary:** The U.S. Mission in Asuncion, Paraguay, is seeking eligible and qualified applicants for the position of HVAC Control Technician.

The work schedule for this position is:

- Full Time (40 hours per week)

Start date: Candidate must be available to work 90 days after the closing date of the vacancy announcement and be able to begin employment within a reasonable period of time after receipt of agency authorization and clearances/certifications, or their candidacy may end.

**Supervisory Position:** Yes

**Duties:** The incumbent is employed as a journeyman level HVAC Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound (NEC) on critical and non-critical electrical components within the functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties.

**REQUIREMENTS, EVALUATIONS, QUALIFICATIONS**

**REQUIREMENTS:**

**Education:** Completion of secondary school is required. Completion of specialized vocational training program from an accredited institute recognized as producing journeyman level HVAC mechanical technicians and mechanical system specialist trained in the maintenance of commercial or industrial buildings/facilities is required. A portion of the training must be in HVAC Controls and the interfacing with Building Automated Systems Technology.

**Experience:** A minimum of three (3) years’ experience at the journey-level in the installation, repair, and maintenance of commercial HVAC and/or other mechanical system digital building controls with interfacing to the building automation systems. Work experience must show a progression of increased responsibility, and the ability to repair complex equipment, components, and systems.

**Job Knowledge:** 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 be able to use tools of the trade in order to install, troubleshoot, and repair the components associated with the HVAC mechanical controls and their interface devices with the building automation systems.
EVALUATIONS:

Languages: Level 3 (Good Working Knowledge) Speaking/Reading/Writing English and Spanish are required. (This may be tested.)

Skills and Abilities: The incumbent shall have skills and abilities testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools. Additional skills include working with the building automation systems, emergency power sources including UPS’s and standby generator. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, working on ladders at various heights, and working in temperature extremes, indoors or outdoors, to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must be computer literate, able to use the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft reports and create spreadsheets, and able to write e-mails and research information on the Internet. A valid driver’s license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

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: 3 FAM 7120 - DEFINITIONS

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- Language Scores (if available)
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- List of references
- Copy of local identification card
**What to Expect Next:** Human Resources will contact successful applicants (only) by telephone or email to invite them to take a language or skills test or schedule an interview.

For further information: If you would like to receive the complete position description listing all of the duties, responsibilities, required qualifications, please contact the Human Resources office HROAsuncion@state.gov

Thank you for your application and your interest in working at the U.S. Mission in Asuncion, Paraguay.