




"Colombo-2022-045S" Vacancy Details

About

Announcement Number: Colombo-2022-045S
Hiring Agency: Embassy Colombo
Position Title: Trades Helper (Residential)- Open to All Interested Applicants [Female/ Male]
Open Period: 11/14/2022 - 11/28/2022
Format MM/DD/YYYY
Vacancy Time Zone: GMT+5.5
Series/Grade: LE - 1210 3
Salary: USD \$337.25
Work Schedule: Full-time -
Promotion Potential: LE-3
Duty Location(s): 4 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 October 31, 2022 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-BB:US\$ 24,749/-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 **Trades Helper (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 No

Reimbursed: 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 is employed as a Trades Helper to assist technicians of skilled trades in the performance of routine and preventive maintenance, new installations, commissioning, and demolition works. Residential Maintenance Foremen will assign incumbent routine and emergency works to any of the skilled trade shops daily to assist the skilled technicians with maintenance and repair work in grounds and residential owned/leased properties. In addition to assisting the skilled trade technicians, the incumbent will be assigned tasks include material handling, painting, finishing, custodian type work, common laborer work, and grounds maintenance and gardening work.

Major Duties and Responsibilities:

- **Operations & Maintenance Support- 95%**

1. Provides assistance to the technicians of the skilled workshops to help them in routine mechanical, carpentry, electrical and plumbing maintenance and preventive maintenance, repairs, installations, and commissioning.
2. Perform various manual tasks such as demolition, painting, finishing, custodian, and other related works such as common laborer work, material handling, grounds maintenance and gardening work in all residential building and compounds.
3. Uses hand and power tools under the supervision of the skilled technicians and mechanics, as necessary.
4. Prepares worksite and maintains tools and equipment. Brings tools, supplies and materials to work site as directed by the skilled technicians; cleans the work site at the completion of the task; loads and unloads materials and tools and construction debris into dump truck.
5. Must respond to equipment and system problems in residential properties in emergencies

- **Logistic Support 5%**

1. Performs escort duties for local contractors as required.
2. Reports installation deficiencies and maintenance/repair needs to supervisor.
3. Performs other collateral duties as assigned by the Residential Maintenance foremen and Facilities Engineer.

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

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Must have a minimum of six (6) years of experience in one or more of the fields of painting, finishing, custodian or gardening and must have one year of work experience in assisting skilled technicians; plumber, electrician, HVAC tech or carpenter. **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:

- Must have good working knowledge of building services and standards pertaining to star class hotel industry.
- Must have good knowledge of maintenance trade, tools, equipment and standard maintenance practices and procedures.
- Must have good knowledge of safety, personnel protective equipment (PPE) and procedures.

SKILLS AND ABILITIES:

The incumbent must be a visionary, forward thinker, and quick understudy with an aptitude to learn so he/she can anticipate the materials and tools the skilled technician will need ahead of time. Must be able to use the typical lot of hand tools, small handheld power tools, vacuum cleaners, gardening tools, and ladders; must be adept at keeping work sites free of clutter and debris, clean and neat; must have a valid driver's license for standard vehicles; must use good safety practices and follow all safety requirements in execution of tasks and be able to use all appropriate PPE; 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, heights, and temperature extremes, indoors or outdoors to complete work assignments; must have excellent interpersonal skills and be able to handle a large workload and multiple tasks; be able to take direction and must be organized; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.

Education Requirements: Successful completion of middle school (*must have completed Primary School and at least 3 years fulltime attendance at an established educational institution*) 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 EFM, 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"), 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: 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)
- 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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