

U.S. Mission: Hong Kong

Announcement Number: Hong Kong-2019-032

Position Title: HVAC Technician

Opening Period: Until the position is filled

Series/Grade: LE-1210-FSN-5

Salary: (HKD) 189,760 p.a. - (HKD) 294,116 p.a.

For More Info: E-mail Address: hrohongkong@state.gov

Who May Apply: For USEFM – FS is FP-9. (Actual FS salary determined by Washington D.C.)

All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) (PDF 127 KB) before you apply.

Summary: The U.S. Mission in Hong Kong is seeking eligible and qualified applicants for the position of HVAC Technician.

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 (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Employed as an HVAC Technician to carry out skilled maintenance and repair work throughout the Consulate Compound buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Maintenance Foreman.

Qualifications and Evaluations

EDUCATION: The position requires successful completion of secondary school. Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in HVAC principles and application.

Requirements:

EXPERIENCE: Minimum of 3 years' of broad experience in operations and maintenance of building HVAC systems and associated equipment. Experience must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and maintenance. Demonstrate knowledge of building, electrical, mechanical, fire and life safety codes; building and trade standards.

JOB KNOWLEDGE: The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office). Knowledge of building, electrical, mechanical, fire and life safety codes; building and trade standards is required.

Evaluations:

LANGUAGE: Level 2 (Limited Knowledge) English and Level 3 (Good Working Knowledge) Cantonese are required. **(This may be tested.)**

SKILLS AND ABILITIES: The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building

HVAC/mechanical systems and work with the controls technicians on associated devices. 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, heights, and 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. **A driver's license (category 1 and 2) is required. (The driving skills will be tested.)** 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Hong Kong may receive a compensation package that include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund.

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:

<https://careers.state.gov/downloads/files/definitions-for-va> (PDF 149 KB)

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a [Universal Application for Employment \(DS-174\)](#) (PDF 107 KB).

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

Human Resources Office

Mailing Address: 26 Garden Road, Central, Hong Kong

FAX Number: 2147-9490

E-mail Address: hrohongkong@state.gov

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

- Residency Permit

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Hong Kong.