

U.S. Mission Hong Kong

Announcement Number: Hong Kong-2019-033

Position Title: Facility Services 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 Facility Services 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: Service/installation/ repair technician comfortable performing multiple tasks requiring advanced electrical mechanical knowledge, skills and experience.

Qualifications and Evaluations

EDUCATION: Completion of secondary schooling, trade school, accredited apprenticeship program in electrical theory and practice, plumbing, refrigeration.

Requirements:

EXPERIENCE: Five years of experience servicing and installing electrical circuits, appliances, machinery, plumbing systems, ventilation systems, air conditioning and refrigeration systems.

JOB KNOWLEDGE: Verifiable knowledge of electrical theory, test instrumentation, circuit design, load calculations, troubleshooting techniques, electrical safety and installation protocols, lighting fundamentals and styles. Verifiable knowledge of plumbing, electrical and mechanical codes. Understanding of installation/service techniques, material selection, performance characteristics, safety and sanitation criteria. Knowledge of the refrigeration cycle, refrigerants, system characteristics and design, troubleshooting ladder diagrams, controls, circuitry and air flow methodology. Appliance basics and troubleshooting, Appliance installation practices.

Evaluations:

LANGUAGE: Level III (Good Working Knowledge) Cantonese and Level III (Good Working Knowledge) English proficiency (written and spoken).

SKILLS AND ABILITIES: Ability to use common hand tools, power tools, solder wire, pipes, and use oxy-acetylene torches. Ability to use wrenches and tapping equipment used in pipe installations, able to check voltages and amperages, water volume and pressure, temperatures and air flows thru registers. Physically able to work in all environments, handle average weights, bend and crouch to service hard-to-reach mechanisms. Able to work from ladders and elevated platforms. A Class A electrical license, or equivalent, is required. A Class R for Air Conditioning Systems is required. A Hong Kong Driver's license and safe driving record is required. **(The driving skills will be tested.)**

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.