FOREIGN SERVICE FACILITY MANAGER

Posting ID: EM18A16512
Company: The U.S. Department of State
Position Type: Full-Time
Company Website: https://www.state.gov/
Work Location: Various
Salary:
College Major(s): Any
College Level(s): Undergraduate-Senior, Graduate Student, PhD. Student

OVERVIEW

The U.S. Department of State is developing a rank-order list of eligible hires for a limited number of Foreign Service Facility Manager (FM) vacancies based on the needs of the Department.

To learn more about the Department of State and a career as a Foreign Service Specialist, please visit us at https://careers.state.gov.

Roles and Responsibilities

Facility Managers (FMs) oversee large holdings of United States government (USG)-owned and leased properties and ensure they are maintained within accepted U.S. standards in a safe and operable condition. The FM is a member of the government's management team who provides a wide range of building-related services, managing physical resources and asset management in a specific country. FMs may be assigned as Regional Facility Managers with responsibilities for FM program activities in several countries. FMs are the facilities and operations experts at post. FMs normally supervise one of the largest and most diverse work forces domestically or at our posts overseas.

The duties of this position include:

• Facilities maintenance and operations strategic planning.
• Management of USG-owned and leased properties.
• Facilities operation and management.
• Management of facilities related services and projects, in accordance with Department of State service standards.
• Supervises engineers, tradesmen, maintenance staff and other facilities personnel and contractors.

FMs are considered “essential personnel” and are on call to provide services 24 hours a day, seven days a week.
Travel Required
Occasional travel - A Foreign Service Specialist generally spends the majority of his/her career assigned to the Department of State’s overseas missions and at times, lives away from family and/or in difficult or isolated conditions. Selected applicants will be notified of an Oral Assessment (OA) requirement in Washington D.C. For the selected applicants, all travel and other expenses incurred in connection with the OA are the sole responsibility of the applicant.

Education and Qualifications
Be a U.S. citizen and available for worldwide service.*
Be able to obtain a Top Secret Security Clearance.
Be able to obtain an appropriate Foreign Service Medical Clearance.
Be able to obtain a favorable Suitability Review Panel determination.**
Be at least 20 years old to apply; at least 21 years old to be appointed.
Be appointed prior to age 60 (preference eligible veterans excepted).***
A Foreign Service Facility Manager (FM) in the Bureau of Overseas Buildings Operations (OBO) manages the operations and maintenance of the Department of State's real property assets abroad.

A FM must adhere to the highest standards of integrity, dependability, attention to detail, teamwork and cooperation while accepting the need to travel, to live overseas, and when necessary, to live away from family.

The Department of State is developing a rank-order list of eligible hires for a limited number of Foreign Service Specialist vacancies based on the needs of the Department.

Qualifications
Specialized Experience

Specialized Experience demonstrates that the applicant has acquired, and is able to apply, a combination of specific knowledge, skills and abilities appropriate to this Foreign Service position.

All qualifying Specialized Experience must be of a progressively responsible nature and must have been acquired from supporting one or more senior individuals.

All such experience must have been performed within the last 10 years.

For the minimum required years of Specialized Experience necessary relative to the highest level of completed education, please see the Education Requirements section below.

To qualify as a Specialized Experience, the duties must have a combination of the components listed below of at least 60% of the work duties.

Examples of Specialized Experience include, but are not limited to:

• Working with projects that require specialized knowledge of engineering drawings and designs;
• Working with projects that require specialized knowledge of safety functions and applicable building codes;
• Managing and administering preventative and non-preventative maintenance programs; and
• Managing the financial aspects of a variety of contracts and supervising staff.

Education Requirements

At the time of application, applicants must have one of the following:

1. Undergraduate degree in any major and three years Specialized Experience; or
2. Master’s degree or higher in any major and two years Specialized Experience; or
3. Undergraduate degree or higher in Facility Management (FM) or Facilities Engineering (FE) does not require Specialized Experience.

You must submit a copy of your university transcript(s) with your application. If you do not submit this documentation to demonstrate your educational achievements, you will not be given credit and your candidacy will not be continued.

Official or unofficial transcripts may be submitted with your application. Your transcript must include your name, the school’s name, and, if applicable, the degree and date awarded. A transcript missing any of these elements will not pass the minimum qualifications and the candidacy will be ended. Copies of diplomas may not be submitted in lieu of transcripts for education above high school level.

Education from a program or institution within the United States must be accredited by an accrediting institution recognized by the U.S. Department of Education, http://ope.ed.gov/accreditation, in order to be credited towards qualifications or your candidacy will not be continued.

Education completed in foreign high schools, colleges or universities may be used to meet the education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Only accredited organizations recognized as specializing in the interpretation of foreign education credentials that are members of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE) are accepted. If documentation from an accredited organization is not provided, your candidacy will not be continued.

For further information on the evaluation of foreign education, please refer to the Office of Personnel Management and the U.S. Department of Education. The U.S. Department of State neither endorses nor recommends any individual evaluation service.

Preferred Skills

The applicant’s experience, education, and training must show that they have an in-depth knowledge of their field and possess the knowledge, skills and abilities (KSAs) to successfully perform facility management and/or facility management duties at Department of State facilities worldwide.

1. Demonstrated experience managing and overseeing the routine and non-routine maintenance and repair of large commercial and residential buildings and/or an inventory of multiple properties to include maintenance of the grounds, HVAC systems, plumbing, mechanical and electrical systems, elevators, automated voltage regulator systems, uninterrupted power supply
equipment, generators, and the structural aspects of buildings.

2. Demonstrated knowledge of architectural and engineering drawings and designs, building information modeling, building codes, fire/life safety detection and suppression systems, environmental management best practices and procedures applicable to facility management, minor renovation and construction projects.

3. Applying quality control and assurance practices to preventative and non-preventative maintenance, minor renovation and construction projects, maintenance scheduling techniques, demonstrated use of computerized maintenance management systems, building automation systems, project management software, and AutoCAD.

4. Managing financial elements of contracts for maintenance and repair services, minor renovation and construction, equipment replacement projects, reviewing contractor invoices for contract compliance, analyzing and negotiating contractor claims and change order requests, compliance with manufacturers and contractor guaranties and warranties.

5. Developing strategic plans for short and long-term preventative and predictive maintenance to include the development of scopes of work, budgeting to include projects and operational budgets.

6. Determining human resource requirements through work order analysis, maintenance staff deficiencies, staff training requirements and out sourcing potential for maximum efficiency and customer satisfaction.

7. Recognizing maintenance and repair problems, developing options for action and recommending solutions to include preparing work orders, cost implications, sustainability awareness and energy savings.

8. Displaying effective leadership and supervision of staff to include positions of project team leader, program and/or project management role, team building and consensus building skills with colleagues, supervisors and subordinates.

9. Demonstrating effective verbal and written communications skills with technical and non-technical personnel, use of standard computer software for presentations, fiscal monitoring and daily communication.

Applicants must demonstrate a strong command of the English language to include grammar, spelling and punctuation. Foreign Service Specialists must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness).

Physical Requirements

Some of the essential functions of the job have a physically demanding component. In the execution of the duties and tasks listed above, Facility Managers must:

• Have the ability to work in confined areas such as crawl spaces, attics, utility pits, tunnels,
manholes, and other confined spaces;

• Have the ability to work from heights such as rooftops, ledges, scaffolding, including climbing extension ladders and scaffolding;

• Have the ability to move and handle heavy objects (up to 50 pounds of weight) such as equipment, tools, and other building materials;

• Have the ability to see objects that are near, far, in color, or at night, possibly including depth perception; and

• Have the ability to hear speech or other sounds, possibly including sufficient sensitivity to hear sounds of low volume or in noisy environments

How to Apply
https://www.usajobs.gov/GetJob/ViewDetails/515855000