Facility Manager

VACANCY ANNOUNCEMENT
United States Department of State
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Announcement No.: FM-2018-0002
Position Title: Foreign Service Facility Manager
Opening Period: July 11, 2018 - July 24, 2018
Series/Grade: FP - 1176 04
Salary: $55,929 - $82,134
Security Clearance: Top Secret
Promotion Potential: OC
Supervisory Status: Yes
Duty Locations: Many vacancies at Department of State Posts - Overseas and Domestic, United States
Position Information: Work Schedule is Full-Time - Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board.
Agency Contact Information: FM Coordinator - FMVacancyInfo@state.gov

Duties

Summary

The U.S. Department of State, our country’s lead foreign policy agency, provides a rich international experience whether at home or abroad, and opportunities to become responsible leaders.

Each day, our employees make a difference as they contribute to our global society and defend and advance our country’s interests and values. They work on the business of diplomacy and high priority issues that impact the safety, security, and prosperity of our world – human rights, environment, energy, food security, public health, and technology – all while experiencing a unique career.
Our talented workforce reflects and champions all of our strengths and diversity – personal, professional, and educational. We offer a workplace that values and rewards leadership, collaboration and innovation, and personal and professional development.

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 FSS vacancies based on the needs of the Department.

To learn more about the Department of State and a career as an FSS, please visit us at http://careers.state.gov/work/foreign-service/specialist/career-tracks#.

Responsibilities

FM s 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 - An FSS 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.

Who May Apply

Must be a U.S. citizen. Potential applicants should read the entire announcement to ensure that they meet all of the requirements and understand a Foreign Service career.

Applicants may not reapply for one year after the previous application for the same position.

If a State Department Suitability Review Panel denied suitability in the last two years, you may not apply (except Diplomatic Security Special Agent (SA) candidates whose denial was based solely on the unique requirements for SAs.)

Requirements

Conditions of Employment

• 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).**

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,
Managing the financial aspects of a variety of contracts and supervising staff.

Knowledge, Skills, and Abilities (KSA)

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. FSS 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.

**Education Requirements**

At the time of application, you must have:

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 transcript(s) with your application. If you do not submit documentation to demonstrate your educational achievements, you will not be given credit.

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 must be accredited by an accrediting institution recognized by the U.S. Department of Education, [http://ope.ed.gov/accreditation](http://ope.ed.gov/accreditation), in order to be credited towards qualifications. Education completed in foreign 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. Click on the link for a list of accredited

Additional information

*EMPLOYMENT ELIGIBILITY VERIFICATION PROGRAM (E-Verify) – Verification of employment eligibility in the United States is required.

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This agency utilizes E-Verify to compare information from the Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) records to confirm employment eligibility. If the employee’s information does not match DHS and/or SSA records, the employee is given an opportunity to resolve the problem. If eligibility cannot be verified, employment will be terminated.

*The Department of State Suitability Review Panel and standards are defined in Chapter 3 of the Foreign Affairs Manual. For more information please visit: https://fam.state.gov/.

**For more information about Veteran’s Preference and how it is applied in the FSS Selection Process, please visit: http://careers.state.gov/faqs/faqs-wiki/are-veterans-given-hiring-preference-.

No applicant will be considered who has previously been separated from the Foreign Service under sections §607, §608, §610 or §611 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section §306 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu thereof.
An FSS separated for failure to receive a career appointment under section 306 may not re-apply to be an FSS in the same skill code, but may apply for another skill code (or to be a Foreign Service Generalist).

Executive Branch agencies are barred by 5 US Code 3303 as amended from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to sender. In addition, as mandated by 5 US Code 3110, relatives of federal employees cannot be granted preference in competing for these employment opportunities.

It is the policy of the Federal Government to treat all of its employees with dignity and respect and to provide a workplace that is free from discrimination whether discrimination is based on race, color, religion, sex (including gender identity or pregnancy), national origin, disability, political affiliation, marital status, membership in an employee organization, age, sexual orientation, or other non-merit factors.

The Department of State provides reasonable accommodation to applicants with disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department at ReasonableAccommodations@state.gov, within one week of receiving their invitation to the oral assessment. Decisions for granting reasonable accommodations are made on a case-by-case basis.

**How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

Candidates will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position. Selection for this position will be made only from among candidates possessing the best qualifications. Part-time work experience will be prorated.
To preview questions please click here.

**Required Documents**

It is the responsibility of the applicant to ensure all required documents are uploaded and the application is fully completed before the closing deadline of this announcement. Any missing required documents or incomplete applications will result in your application not being considered further.

1. USAJobs Resume Builder is the resume format that is accepted for this Vacancy Announcement.
2. Completed online application including the completed required Accomplishments Questionnaire and Statement of Interest narratives in the online application.
3. Uploaded/faxed all required supporting documentation including proof of educational achievements, certifications, professional licenses, or completed forms as required in this Vacancy Announcement to qualify for this position.
4. For applicants who are age 60 to 65, you must provide your Veteran’s Preference documentation at the time of your application. If claiming a 5 pt. veteran’s preference, you must submit a copy of your DD-214 or Certification of service. If claiming a 10 pt. veteran’s preference, you must submit your VA letter and SF-15, in addition to your DD-214 or Certification of service. A Certification must be from the armed forces that certifies the service member is expected to be discharged or released from active duty under honorable conditions within 120 days after the Certification is submitted by the applicant and should include military service dates, date of expected discharge or release, and character of service and disability rating, if applicable.

**Accomplishments Questionnaire and Statement of Interest**

These required questions provide an opportunity to describe examples and accomplishments from your education, life, and/or work experience that
demonstrate your qualifications for becoming an FSS. Examples can be drawn from any part of your professional or personal experience. The information you give may be used in your oral assessment should you be invited and is an important factor in the competitive evaluation of applicants. Each response is limited to 300 words or fewer (maximum length 2,000 characters) for each item. You should compose your replies carefully, as one of the skills necessary to succeed as an FSS is the ability to write clearly and concisely. Answers to the all of the items in the Accomplishments Questionnaire and Statement of Interest are required and must be completed in the online application.

Substantive Knowledge: Describe your skills, knowledge and experience that are applicable to performing the work described in this vacancy announcement including experience in supervision and performance management of subordinate staff.

Intellectual Skills: Describe an example of when you used such skills to respond to unanticipated circumstances to solve a problem.

Interpersonal Skills: Describe how you have used your interpersonal skills in a specific situation to resolve a problem or achieve a goal.

Communication Skills: Describe a situation in which you used your communication skills, including foreign language skills if appropriate, to further an aim or achieve a goal.

Management Skills: Describe a project you managed or helped to manage and how you planned and organized, set priorities and allocated time and resources to achieve the project’s goals.

**Statement of Interest**

- Required narrative Statement of Interest which discusses your:
- Motivation for joining the Foreign Service,
- Comments about your work experience, include special skills (e.g. computer), current licenses, honors, awards, special
accomplishments, and/or training (with date completed) relating to this position,
- Experience living or working in a multicultural environment, overseas or in U.S.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

Health and medical coverage, federal retirement benefits, paid leave, and an unprecedented chance to see the world and experience different cultures. Overseas benefits include tax-free housing overseas and tax-free education allowance for dependent children between K-12 overseas.


Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

You should submit your application early, not waiting for the deadline, as application packages must be complete, submitted, and received by the closing date/time to be considered. There are no exceptions.

1. From this Vacancy Announcement, click on “Apply.” Go to the USAJobs Log In screen and log into your USAJobs account or follow the link and instructions to create an account.
2. Follow the USAJobs Application Process and provide your required USAJobs federal online resume. USAJobs will transfer you to the State Department online application site, Monster Government Service (MGS). Follow the instructions and answer the online questions. Your Accomplishments Questionnaire and Statement of Interest responses must be completed in the online application. You may save your work and can return to the application from USAJobs at any time prior to the deadline.

3. The application system allows up to four methods to submit required documentation: Transfer documents from a USAJOBS portfolio; upload documents from your computer; resubmit documents from a previous application; or fax. If you are submitting documents by fax, you must follow the fax directions, and generate and use the fax coversheets for your set(s) of documents.

4. After you attach all of your required supporting documentation, answer all the required application questions, and complete the application steps, please review the entire application packet, including the links for your submitted documents.

5.Confirm and submit your application package, which will be used to evaluate your qualifications for this position.

Application Submission Deadline: 11:59 p.m. Eastern Time on the closing date of this announcement to complete the application process and successfully submit any documentation required in this Vacancy Announcement.

Application packages must be complete and received by the closing date to be considered. There are no exceptions.

You should submit your application early, and may make changes as often as needed, up until the closing date of the announcement. We strongly recommended that you go back into your application and verify that your documents are attached.
If you are having technical difficulty with the application process, please contact the Monster Help Desk by calling 1-866-656-6830 or by emailing mgshelp@monster.com. The Monster Help Desk is available Monday through Friday from 7 am to 7 pm Eastern Time.

For more information on the FSS hiring processes, please visit our FAQs at http://careers.state.gov/faqs. If you have any questions regarding FS careers, please visit our Careers.State.Gov site and post your question(s) on the appropriate Forum in the Connect section: http://careers.state.gov/connect/forums.

Next steps

Once submitted, your application status on USAJobs will change from “received” to “referred” or “not referred” after the close of the announcement. This status on USAJobs will not be updated further.

All applicants will be notified via his/her Monster account about the outcome of the initial application review and if they will be further considered for this FS position. Additional notifications to applicants concerning the application status will be by e-mail from the U.S. Department of State.

Due to the high volume of applications, we ask all applicants to remain patient and await communication. It is not uncommon for several months to pass before you are informed of the results of your applications.

We recommend adding the Department of State domain (@state.gov) as an approved sender.

For more information, please visit http://careers.state.gov/work/foreign-service/specialist/selection-process.
External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

Note: documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view. Download Adobe Acrobat Reader.