



AMERICAN EMBASSY, COLOMBO

Residential Preventive Maintenance Foreman (Open to All Interested Applicants) Female/Male

We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The U.S. Mission in Colombo is seeking qualified candidates to serve as the Residential Preventive Maintenance Foreman in the Facilities Management Office.

The Employee acts as working foreman of multi-disciplined team of 07 or more skilled craftsmen and is responsible for implementing the preventive residential maintenance program requirements on all residential properties. Directs and performs skilled maintenance work in the installation, operation, repair, and maintenance of refrigeration, heating, ventilation and air conditioning (HVAC), plumbing, building components, power generators, and electrical systems for the residential properties. The Maintenance Foreman is responsible for planning and scheduling daily, weekly, monthly, semiannual, and annual maintenance activities for all systems in residential properties and assigned trades within the Facilities Management in coordination with the Facilities Engineer. The Foreman also assists in developing, implementing, and monitoring preventive maintenance programs, supervises the performance of emergency and routine maintenance on all residential facilities and systems, and enforces safety regulations and quality standards.

The work schedule for this position is: Full Time - 40 hours per week.

The monthly gross salary for this position will be USD \$ 636.83

[LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for January 16, 2024 is 1 USD = 321.50 LKR. This is a temporary revision and should not be assumed as an acquired right.]

Qualifications Required:

- 1. Education** - Must have completed two years of post G.C.E. (O/L) [candidate must have passed six subjects including Mathematics and possess Distinctions or Credits for at least three subjects]. Must have completed a journeyman level vocational training or apprenticeship program in Electrical, Mechanical, Civil, Building Service or Air Conditioning field is required. *(Candidate must attach relevant educational certificates).*
- 2. Prior Work Experience** - Three years' work experience in Electrical/Mechanical/Air Conditioning/Building Services or Power Generators is required. Work experience must show a progression of increased responsibility, and the ability to repair, service and maintain complex equipment, components, and systems. An additional one (1) year of supervisory experience is required. *(Candidate must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - Level III English (Good working knowledge) reading, writing, and speaking is required. *(This will be tested)*
Level III Sinhala or Tamil (Good working knowledge) reading, writing, and speaking is required.
- 4. Job Knowledge** - Journeymen level knowledge and skills in one of the major maintenance trades such as Air Conditioning (HVAC), Electrical, Plumbing, Power Generators, Civil Engineering, Plumbing, or building service is required. Excellent working knowledge of maintenance management is required. Thorough knowledge of industrial standards for building services and facilities management, Occupational Safety and Health standards and practices, modern power tools and diagnostic equipment, Personal Protective Equipment, energy saving, optimization, and management techniques are required.
- 5. Skills and Abilities** - The incumbent must be able to read and interpret mechanical layout drawings, electrical drawings, riser diagrams, wiring schematics, various equipment schedules, operations and maintenance manuals, as-built drawings, and other construction documents. The incumbent shall have skills and abilities in the following areas: testing mechanical and electrical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine the root cause of a problem, and the appropriate repairs. Must be able to use tools of the trade to install, troubleshoot, and repair the components associated Air conditioning, electrical, power distribution, power generator, plumbing systems, and buildings in residential properties. Must be able to work in a variety of adverse conditions such as working in tight or confined spaces, working on ladders at various heights, and working in temperature extremes indoors or outdoors to complete work assignments. Must be computer literate and able to use Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point. Must have a valid, current license to drive dual purpose vehicles (Class-'B').

How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

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.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)
- Relevant Driving License

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before February 8, 2024.**

Please note, only shortlisted candidates will be contacted.