

# "Colombo-2024-016S" Vacancy Details

## About

**Announcement Number:** Colombo-2024-016S

**Hiring Agency:** Embassy Colombo

**Position Title:** Mason - Open to All Interested Applicants [Female/ Male]

**Open Period:** 03/20/2024 - 04/03/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 1210 4




**Salary:** USD \$371.41 /Per Month

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-4

**Duty Location(s):** 1 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 .  
 ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** Open to: All Interested Applicants/All Sources.  
For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN-4.  
For USEFMs, the proposed grade is FP-AA. However, the final grade/step will be determined by Washington D.C.

LE staff salaries are denominated in USD and paid in SL Rupees at the going rate of exchange each pay period. The official rate for February 26, 2024, is 1USD = 310.70 LKR. This is a temporary revision and should not be assumed as an acquired right.

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Indefinite subject to successful completion of probationary period

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

**Summary:** The U.S. Mission in Colombo seeking eligible and qualified applicants for the position of **Mason** in the **Facilities Management Office**.

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 of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No**  
Occasional Travel

**Travel Required:** Performs masonry work on properties owned or leased by the US Government in Colombo.

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## Duties

**Basic Function of Position:** The mason performs a full range of skilled tasks in masonry construction, maintenance, and repair at US Government owned and leased facilities. The incumbent performs master craftsman level functions related to all types of, concrete block-work, reinforced concreting, stonework, and surface finishes comprising tiling, sand-cement plaster, gypsum plaster, pavers. The incumbent will do dry wall installation install and make repairs to damaged drywall and prepare the surface ready for painting. S/He works under the general supervision of Carpentry Foreman and will provide the incumbent direction and oral instructions or work order concerning work to be done and proceeds to accomplish the necessary maintenance, repair or installation in accordance with established trade practice, standards and methods.

## Major Duties and Responsibilities

a. Must perform full range of skilled work for construction, maintenance, and repair projects at US Government Owned and Leased facilities under the direct supervision of Foreman and indirect supervision by the Engineer. The Incumbent must have broad knowledge of the masonry trade in planning work and determining methods and techniques to be used involving the maintenance, repair, alteration, and construction of exterior and interior surfaces and structures built of a variety of materials working from oral instructions, blueprints, work orders, and rough sketches. Will plan and lay out the work to be done, select the proper tools, determine materials to be used, and accomplish the work in accordance with accepted trade practices. Lay brick, cement block, glass block, terra cotta, ceramic tile, and various artificial and natural stone in constructing and repairing such items as walls, stairs, walkways, driveways, floors, slabs, roof slabs, drains, manholes, and catch basins. The incumbent must have skill in cutting and shaping brick, block, and stone in constructing and repairing window and door openings, and corners. In addition to laying whole brick, they must be able to perform a variety of more complex brickwork. Must have the knowledge necessary to construct windowsills, lintels, and arches capable of supporting the walls above the openings. In sealing off windows and doors, must ensure that courses are laid evenly and that completed work blends with existing brickwork. Has the skill to perform decorative brick and tilework to create various designs and patterns. Must perform building of structural components and Reinforced Cement Concrete articles as detailed by foreman and engineer.

b. The incumbent will cut tiles and shape them properly to ensure they fit around obstacles and in tight corners and odd spaces using power and hand tools. Form tile beds using concrete, plaster, mastic, cement, glue, or mortar utilizing tools such as screeds, brushes and trowels. Install grout and seal tiles. Align tiles and straighten them with straightedges, levels, and squares to ensure patterns are even and precise. Cut, install, polish and surface granite and marble and ensure accuracy during the installation process for lasting results. Prepare various surfaces for tiling with waterproofing material or lath and by cleaning the surfaces properly. Create decorative wall and floor designs by laying and setting mosaic tiles in kitchens, bathrooms and living rooms. The incumbent must be able to cut, shape, and finish stone as applicable. Lay rubble or cut stone in the repair or construction of walls, patios, and walkways, requiring that stone be sorted by size and shape and that it be laid to obtain strength and appearance.

c. Participate and assist in purchasing material and preparation of Bill of Quantities for all constructional and replacement projects that the post manages inhouse. Perform scheduled preventive maintenance inspection of all architectural/civil elements of buildings as directed by superiors and as per the Operations & Maintenance manuals and per the generated preventive maintenance work orders by Global Maintenance Management System. Performs pressure washing for all concreting surfaces in US Government Owned and Leased facilities.

d. Responsible for proper maintenance of hand tools, power tools, equipment and machineries for the trade and identify replacement need. Follow standard safety, trade practices and procedures for all masonry works of any scale.

e. Perform other related duties as assigned by the Carpentry Foreman and the Facilities Engineer.

\*Incumbent serves as an incidental operator of official vehicles and meets all requirements.

\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

To view the complete Position Description listing all the duties, responsibilities, required qualifications etc., please click this link "[Position Description](#)"

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## Qualifications and Evaluations

### Requirements: **IMPORTANT NOTICE TO ALL APPLICANTS**

To qualify and progress to the next stage of the recruitment process, your application must address the requirements below including education, experience (job knowledge, skills & abilities) and language. In your application please ensure you tailor your experience to address these requirements which can be inputted under "main duties & responsibilities" in the application portal.

**FOR THE EXPERIENCE AND EDUCATION REQUIREMENTS APPLICANTS MUST MEET EITHER OPTION 1 OR OPTION 2 TO QUALIFY. (Candidate must attach copies of relevant education and service/work experience certificates)**

### **Option 1**

**EXPERIENCE:** Minimum two years of work experience in masonry trade working at journeymen level in an establishment or in construction industry is required.

**EDUCATION:** Attempted G. C. E. (O/L) [must have sat for all or at least 50% of the required subjects] and completion of six months vocational training from an accredited institute recognized as producing journeyman technicians in masonry/construction/civil and/or form work or related trade is required.

**OR**

## Option 2

**EXPERIENCE:** Minimum three years of work experience in masonry trade working at journeymen level in an establishment or in construction industry is required.

**EDUCATION:** Attempted G. C. E. O/L examination is required (candidate must have sat for all or at least 50% of the required subjects).

### **LANGUAGE PROFICIENCY:**

Level II (Limited knowledge) Reading, Writing, Speaking English is required. **(This may be tested)**

Level III (Good Working knowledge) Reading, Writing, Speaking Sinhala or Tamil is required.

### **JOB KNOWLEDGE:**

- Must have good working knowledge of building services and standards pertaining to star class hotel industry.
- Must have good knowledge of maintenance trade, tools, equipment and standard maintenance practices and procedures.
- Must have good knowledge of safety, personnel protective equipment (PPE) and procedures.

### **SKILLS AND ABILITIES:**

- Must be able to use the typical lot of hand tools, small handheld power tools, vacuum cleaners, masonry tools, and ladders.
- Must be adept at keeping work sites free of clutter and debris, clean and neat; must use good safety practices and follow all safety practices and follow all safety requirements in execution of tasks and be able to use all appropriate PPE.
- A valid driver's license class B (Formerly C, C1) is required **(Candidate must attach a copy of relevant driving license -both sides)**

**Education Requirements:** Please see the requirement section above for the education requirements. **(Candidate must attach copies of relevant educational certificates)**

**Evaluations:** Language: Level II (Limited knowledge) English Language Proficiency will be tested.

Skills and Abilities: Safe driving skills may be tested.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

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## Benefits and Other Info

### **Benefits:**

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), Locally-Resident EFMs and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other Information:** **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.

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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

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## How to Apply

**How to Apply:** All applicants under consideration will be required to pass health and security certifications.

For more information on how to apply visit the Mission website <https://lk.usembassy.gov/embassy/jobs/>

**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.**

- Proof of Citizenship [NIC/Passport/Residency and/or Work permit (If applicable)]
- High School Diploma (Primary school)
- Trade School Course Certificate (Vocational training)
- Driver's License (Both sides of Driver's License)
- Other Document 1 (Relevant service/work experience certificates)
- Other Document 2 (Relevant service/work experience certificates)

**In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.**

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

Due to high volume of applications received, we will contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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