



UNITED STATES MISSION VACANCY ANNOUNCEMENT

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT
490 SUSSEX DRIVE

Location: OTTAWA, CANADA

CUSTODIAN SUPERVISOR

VACANCY NUMBER: 18-047R(Re-Advertisement)

Wednesday, November 7, 2018

This Vacancy is **Open**

OPEN TO: All Interested Candidates // All Sources

POSITION: Custodian Supervisor **Grade:** FSN-4, FP-AA*

OPENING DATE: Wednesday, November 7, 2018

CLOSING DATE: Wednesday, November 21, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-4/1, 44, 545 CAD p.a.
FP-AA, 25, 871 USD p.a.

*Final grade/step a FP pay scale will be determined by Washington

LENGTH OF HIRE: Indefinite subject to successful completion of probationary period

NOTE: THIS POSITION REQUIRES LOCAL SECURITY CERTIFICATION OR PUBLIC TRUST

The U.S. Embassy in OTTAWA is seeking individuals for employment in CANADA for the position of Custodian Supervisor in the Facility Management.

BASIC FUNCTION OF POSITION

Under the direction of the Maintenance Supervisor, performs a wide range of custodial duties to ensure a healthy and clean environment throughout the chancery, including daily supervision and direction and duty scheduling for four other custodians. Must be involved with the planning of special cleaning projects, ordering materials and supplies to maintain the housekeeping of the chancery. The incumbent assigns work tasks, instructs on the proper methods to accomplish the tasks, and ensures that all tasks are completed. Incumbent escorts and supervises contractors as required.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Completion of Secondary School required.***

***This educational requirement may be substituted by additional seven years of experience in commercial cleaning.

2. Experience: Minimum three years of progressively experience in commercial cleaning.***

***Applicants with completion of Primary School should have at least ten years of progressively experience in commercial cleaning.

3. Language: Level III (good working knowledge) reading/writing/speaking English

4. Knowledge: Must be able to generate daily work schedules and plan periodic cleaning projects Must understand cleaning equipment and their uses. Must also have knowledge of cleaning products and their uses. Must have knowledge of cleaning supplies, applications, procedures and equipment. Must use common sense in determining good safety practices and when lifting/carrying heavy loads and using step ladders. Must be familiar with the safe handling and application of cleaning products and equipment.

5. Skills and Abilities: Be able to monitor cleaning inventories, teach the custodial staff proper cleaning methods, develop standards for cleaning specific areas, i.e. restrooms and floors. Incumbent must have ability to coordinate, schedule, assign and train individuals and teams in a variety of jobs. Must be extremely flexible and be able to work independently. Must be able to compile time and attendance records, daily/weekly assignment schedules, complete leave slips, track janitorial supplies and prepare employee evaluation reports.

6. Interpersonal Skills: Incumbent must have the ability to coordinate and assign crews to a variety of jobs at a time and be extremely flexible. Must be able to work independently and get along with a variety of people.

SELECTION PROCESS

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.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>).

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFM's, 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.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at <https://ca.usembassy.gov/embassy-consulates/jobs/> or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

DS-174

Copy of Orders/Assignment Notification (or equivalent)

Residency and/or Work Permit

Passport copy

Degree (not transcript)

Degree with transcript

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

List of references

SUBMIT APPLICATION TO: Email your application to ottawahr@state.gov and reference Vacancy Announcement number.

POINT OF CONTACT: ottawahr@state.gov
Phone:

DEFINITIONS

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>

Thank you for your application and your interest in working at the U.S. Mission in Canada.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, NOVEMBER 21, 2018

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.

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