JOB DESCRIPTIONS

- BAS/DDC Technician (Journeyman)
- Carpenter (Journeyman; Moscow only)
- Custodian/Escort
- Electrician (Journeyman)
- Electrician, (Medium & High Voltage, Beijing and Guangzhou only)
- Fire Systems Technician
- Generator Mechanic
- HVAC Technician (Journeyman)
- Logistics Specialist (GSO Supply Technician & Secure Work Order Clerk)
- Maintenance Technician
- Maintenance Technician/Keysmith
- Network Technician (Moscow Only)
- Office Assistant (RMAA & GSO Admin Assistant)
- Painter
- Plumber (Journeyman)
- Pouch Logistician/Chinese Linguist (Beijing only)
- Project Coordinator
- RSO Investigative Assistant (Russian Linguist - Moscow only)
- Safety Program Coordinator (Moscow only)
- Senior Network Engineer
- Systems Administrator
- Telephone Technician
- Window Washer/Custodian
BAS/DDC Technician (Journeyman)

Primary Duties and Responsibilities:

- Operate, maintain, adjust, balance and repair all BAS, maintains backups of the BAS and settings to restore systems to previous operational status before outage, malfunction, or alarm.
- Assist in the operation, maintenance, adjustment, balancing, and repair of centrifugal chillers, cooling towers, heating boilers, humidifying systems, heat exchangers, main hot water systems, etc.
- Perform preventive maintenance on both the older proprietary Siemens Apogee BAS and the newer BACnet based Siemens Apogee BAS and all HVAC systems.
- Analyze malfunctions/failure conditions to determine the root cause of the failure; expedite repairs to the equipment/system components in a timely manner; make the necessary adjustments to keep the system operating within the design operating parameters.
- Maintain an adequate level of BAS component spare parts at all times

Qualifications:

- Must be trained and certified by Siemens
- Minimum of 5 years of experience installing, programming, and testing BAS of similar size and complexity
- Minimum of 3 years of experience installing, programming and testing the BAS Product Line Siemens Apogee BAS and BACnet based Siemens Apogee BAS
- Minimum of 2 years of experience in operation, maintenance and repair of HVAC equipment including centrifugal chillers, boilers, pumps, air handler units, humidifiers, piping, heat exchangers.

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Carpenter (Journeyman; Moscow only)

Primary Duties and Responsibilities:
- Install and replace carpeting, replace tile and linoleum.
- Repair, build, assemble, and refurbish furniture.
- Replace and secure windows, frames and screens.
- Install door bolts, repair and tread stairs, make and install signs
- Lay out and install studs and drywall, ceiling track and ceiling tile.

Qualifications:
- Graduate of a vocational/technical school with carpentry certificate or equivalent experience is required.
- At least five years' experience in general carpentry is required. Additional experience with rough carpentry, finish carpentry, cabinetmaking, and furniture repair and making highly desired.
- Must have knowledge of roofing, concert, and flooring

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**Custodian/Escort**

Primary Duties and Responsibilities:
- Performs custodial services in the Embassy under the supervision of Custodial Supervisor. This includes dusting, sweeping, washing, vacuuming, stripping, waxing, polishing, replacing lights, trash collection and removal, pest and rodent control, and replenishment of toilet supplies.
- Operates cleaning equipment such as vacuum cleaners, waxers and polishers.

Qualifications:
- Must be able to operate in difficult environments.
- Must be dependable and responsible.
- Must have knowledge of cleaning equipment, products, their uses and effects, etc.
- Must be able to work 1st, 2nd, or 3rd shift as required.

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Electrician (Journeyman)

Primary Duties and Responsibilities:
- Performs maintenance and repair of Embassy standby electrical system, motor connections and controls and electrical service and distribution.
- Conducts tests of equipment and adjusts components to ensure optimum operating efficiency.
- May respond to plant alarms and monitor the DDC system and equipment associated with hot and cold domestic water systems, water filtration and treatment systems, fire pumps and dry pipe suppression systems.

Qualifications:
- Licensed journeyman with minimum five years experience in maintenance of electrical equipment to include generator engine, dynamo, switchgear, distribution system and general building electrical maintenance and repair.
- Experience must include working from sketches, drawings, blueprints, wiring diagrams and manufacturers' operations and maintenance manuals.

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Electrician (Medium & High Voltage, Beijing & Guangzhou only)

Primary Duties and Responsibilities:

• Performs maintenance and repair of Embassy electrical distribution system, standby electrical systems, motors, controls, electrical service and low and medium voltage distribution under guidance of the American Electrical Shop Foreman.

• Repairs and maintains standby electrical power generation equipment, including all emergency power supply systems, automatic power transfer switches, operating control and alarm system, service and distribution systems including main and distribution switchboards, panelboard fuses and transformers, motor connections and controls including starters and motor control centers, lighting including incandescent, fluorescent, recessed, surface, weatherproof, vapor tight and underwater, dimmers, signal and fire alarm systems including pull stations, ionization smoke detectors, sprinkler flow switches, supervisory valve and control panels.

Qualifications:

• Licensed journeyman electrician with minimum five years experience as a journeyman in maintenance of electrical equipment to include generator engine, switchgear, distribution systems, and general building electrical maintenance and repair.

• Three years minimum experience working with medium voltage equipment (601V to 100kV). Experience to include work with automatic voltage regulators, medium voltage switchgear, SCADA (or equivalent) systems and transformers, licensing by NETA preferred.

• Experience must include working from sketches, drawings, blueprints, wiring diagrams and manufacturers' operations and maintenance manuals.

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**Fire Systems Technician**

**Primary Duties and Responsibilities:**

- Perform troubleshooting, repairs, modifications, calibrations and preventive maintenance on a wide variety of digital and analog fire protection detection systems, pneumatic, mechanical, auxiliary equipment, microprocessors and programmable equipment, and other related fire protection systems and devices.
- Perform maintenance on fire extinguishers and related fire safety equipment.
- Conduct fire safety inspections to ensure compliance with applicable codes.
- Maintain detailed records and produce periodic inspection and work reports as required.
- Install door bolts.
- Perform technical review on construction and renovation projects that involve modification to fire detection or suppression systems, and provide as-built drawings as required.
- Maintain adequate stock of spare parts for fire detection and suppression systems. Initiate orders of parts as required ensuring continued operation of critical fire detection and suppression systems.
- Provide informal training to maintenance, and security personnel on the daily function and operation of fire detection systems.
- Support other trades as directed.

**Qualifications:**

- Skills and knowledge normally associated with completion of a formal on-the-job training program in a related skilled building trade and/or at least two years of experience as a Building Systems Technician or related skilled trade.
- A skill set commensurate with journeyman level work is required.
- Candidates must have a working knowledge of computer and microcomputer hardware and software used in fire alarm systems and should have experience with addressable fire alarm hardware and software.
- Candidates must have a working knowledge of building systems, life safety and NFPA fire codes.
- Candidates must possess trade-related math skills appropriate for this level of work and demonstrate proficiency in written and spoken English.
- Desired but not Required:
  - Experience and formal training in Siemens Cyberus Pyrotronics and Honeywell Notifier fire alarm systems.

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**Generator Mechanic**

Primary Duties and Responsibilities:
- Schedules and performs periodic maintenance and repairs on stationary diesel engines, to include prime movers for emergency fire system pumps and electrical power generators under the technical direction of the Electrical Shop Foreman.
- Testing of all work performed under his/her control.
- Orders replacement parts and supplies through approved channels. Maintenance of appropriate technical library and record keeping which documents all procedures necessary to accomplish his/her responsibilities.

Qualifications:
- Certification as Diesel Powered Electrical Power Generator Technician with a rating up to 750 KW and three or more years experience in that field.
- Valid Certification as Diesel Powered Electrical Power Generator Technician with rating up to 1.25 MEG and three or more years’ experience in that field.
- Training or certification on Cummins Diesel gensets is preferred. Experience on Cummins Diesel paralleling systems is preferred.
- Experience on computer based maintenance management systems is preferred.
- Must have completed secondary school or obtained a GED.

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**HVAC Technician (Journeyman)**

Primary Duties and Responsibilities:
- Operates, maintains and repairs boilers, chillers, heat exchangers, water heaters, air handling and air conditioning units, and possibly direct digital control systems.
- Analyzes malfunctions in heating, ventilating and air conditioning systems and equipment and makes necessary adjustments or repairs.
- May occasionally install HVAC systems in residential and office space.
- May respond to plant alarms and monitor the DDC system and equipment associated with hot and cold domestic water systems, water filtration and treatment systems, fire pumps and dry pipe suppression systems.

Qualifications:
- Must be a licensed journeyman HVAC technician with a minimum of 5 years experience in operation, maintenance and repair of HVAC equipment including centrifugal chillers, boilers, pumps, air handler units, piping, heat exchangers and associated equipment.
- If applying to work with direct digital control systems, a minimum of two years experience with DDC systems which use pneumatic control panel equipment and familiarity with the concept of Proportional Integral Derivative as it pertains to DDC is required.

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Logistics Specialist (GSO Supply Technician & Secure Work Order Clerk)

GSO Supply Technician

Primary Duties and Responsibilities:


- Maintains records of supplies. Maintains tracking logistical database. Assist with annual Inventory count. Assist with the training of new personnel. Maintain internal control and cleanliness of warehouse spaces.

Qualifications:

- Be able to lift heavy loads multiple times
- Must be able to work in a difficult climate, including very cold weather.
- Possess a valid driver's license.
- 2 years related experience in general inventory and supply work.
- Some knowledge of Russian is desired by not required.

Secure Work Order Clerk

Primary Duties and Responsibilities:

- Assists with managing and operating the classified preventive maintenance system. Receive, process, schedule, and monitor work orders.
- Store, maintain, keep all records, drawings, technical manuals, and building notices.
- Produce CAD drawings and develops specifications for building projects.

- Ensure adequate stock of securely-procured expendable maintenance supplies; arrange pick-up from warehouse and delivery to worksite.
- Performs general office administrative duties such as preparing reports, tables, summaries, and other documents using standard office software.

Qualifications:

- Knowledge of building trades, property management, construction, and computerized maintenance management skills.
- Knowledgeable and experienced in Computer Aided Design, prefer Auto CAD 2000 experience or demonstrated expertise in other computer applications, plus some training in engineering, design, or drafting.
- Ability to visualize designs and produce complex CAD drawings. Knowledge of computer programs; must be able to produce letters, reports, and presentations.
- Four-year college degree or completion of a trades or technical school is preferred.
- A driver's license is required.

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**Maintenance Technician**

Primary Duties and Responsibilities:
- Will work alone under the supervision of the General Services Officer to perform routine maintenance, repair of electrical systems and appliances; plumbing and heating systems.
- Performs minor repairs to furniture, molding and window sashes.
- Painting and sheet rock finishing.
- Carpet installation, repair and cleaning.
- Performs custodial services in the Embassy office area, conference rooms, special purpose data processing and communications areas, toilets, lobbies, corridors and stairways. Performs inspection services throughout the Chancery in areas cleaned by local staff.
- Cleans offices, corridors, bathrooms, stairwells, and other areas, including floors, walls and windows. In addition takes draperies down for dry-cleaning and rehang them, remove wrinkles as necessary with hand steamer. Individuals shall also shampoo carpets as necessary. Cleaning services include: dusting, sweeping, washing, vacuuming, stripping, waxing, polishing, replacing lights, trash collection and removal, pest and rodent control, and replenishment of toilet supplies. Operates clearing equipment such as vacuum cleaners, waxers and polishers.
- Performs normal custodial services or regular workdays between the hours of 10:00 am and 7:00 p.m. (schedule can fluctuate). Daytime cleaning will be accomplished in areas of the facility where after-hours access to controlled areas is not permitted.
- Escorts uncleared employees into designated areas and monitors them while they perform maintenance duties.

Qualifications:
- Must have a minimum of five years experience in general building maintenance and/or mechanical repair.
- Demonstrated ability to operate in a difficult work environment.
- Must be able to perform physical labor and some minor lifting.
- Demonstrated knowledge of custodial duties, use of cleaning equipment, products, their uses and effects, etc.
- Basic knowledge of carpentry power tools, painting, and electrical testing equipment.
- Good interpersonal skills.
- Must be able to read and write in English.

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Maintenance Technician/Keysmith

Primary Duties and Responsibilities:

- Installs, repairs, replaces and maintains locks and locksets throughout the Embassy complex as technically directed by the DOS Facilities Manager utilizing the established work order system.
- Assists other facilities maintenance crafts persons.
- May do painting, plastering, carpet installation, repair and cleaning.
- Maintains computerized records of all key codes.
- Maintains adequate supply of parts, materials and supplies.

Qualifications:

- Must have a minimum of five years experience in general building maintenance and/or mechanical repair.
- An ability to use a PC in the execution of record keeping is desired.
- Must be able to perform physical labor and moderate heavy lifting.

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Network Technician (Moscow only)

Primary Duties and Responsibilities:
- Assemble and configure network components.
- Set up and maintain basic network operations.
- Performs network troubleshooting to isolate and diagnose common network problems.
- Install, upgrade and configure network hardware and software components.
- Provide users with network technical support.
- Establish network users, user environments, directories, and security.

Qualifications:
- At least 2 years office experience related to basic systems operations
- Experience in developing databases using Access, or as LAN Systems Administrator
- Microsoft certification desirable but not required
Office Assistant (RMAA & GSO Admin Assistant)

Resident Manager Administrative Assistant (RMAA)

Primary Duties and Responsibilities:

- Maintain personnel records; provide information pertaining to contract procedures and policies; assist in work related or personal matters; register new employees and aid them in adjusting to the new environment; track employee performance reports; ensure contract compliance.
- Assist with expense reports, timesheet, payroll, repat funds, accrued leave, medical insurance.
- Ensure all employee requests for annual leave, overtime, extensions, reclassification, R&R travel, etc.
- Collect bi-weekly time sheets, prepare labor hours invoice, account for and process overtime and leave hours.

Qualifications:

- At least 2 years of general office experience.
- Must have office management experience with word processing, desktop publishing, spreadsheets, project management, email, presentations, and database systems.
- Oral and written communication
- A BS or BA degree may be substituted for work experience requirements

GSO Administrative Assistant

Primary Duties and Responsibilities:

- Receive and process requests for secure procurement from all Post locations.
- Prepare purchase orders, verifies item costs, and calculates total costs. Maintain, retire and destroy purchase order files.
- Prepare routine correspondence related to procurement operations and follow up with status of orders.
- Maintain classified records on status of purchase orders.
- Assist with payroll software system including verifying time and attendance. Assist with consolidating bi-weekly payroll.

Qualifications:

- Must have completed secondary school or obtained a GED and possess a valid driver's license.
- Pay and allowances or related fiscally oriented work is required.
- A minimum of 2 years' worth of general office experience; some of which was in a complex, multi-section office environment.
- Completion of college coursework related to business, finance, accounting, management, or other related fields is highly desired.
- Familiarity with secure procurement operations in general and overseas post operations is desirable.
- A BA degree may be substituted for work experience requirements.

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**Painter**

Primary Duties and Responsibilities:
- Executes painting assignments in offices, residential buildings, recreational and other public facilities related to the Embassy work sites and residential quarters.
- Will install, maintain and repair ceramic wall tiling as required in the above areas.

Qualifications:
- Must have at least three years experience as a painter.
- A certification in painting from a vocational/technical school is desirable.
- Knowledge of paints, paint-mixing equipment, sprayers, etc. is required.

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**Plumber (Journeyman)**

Primary Duties and Responsibilities:
- Maintains and repairs water and sewage distribution systems to include pipe fittings, fixtures, hydrants, water mains, water closets, lavatories, showers, sinks, etc.
- Checks and conducts tests of pipe sections, joints, connections, fittings, major installed items and accessories.
- Corrects defects by adjustment, cleaning, repair and replacement of defective items.
- Maintain and repair plumbing and heating, install and renovate plumbing systems and fixtures.

Qualifications:
- Licensed journeyman plumber with a minimum of five years experience in general plumbing and welding is required.
- A certificate in plumbing and/or welding from a vocational/technical school is desirable.
**Pouch Logistician/Chinese Linguist (Beijing only)**

Primary Duties & Responsibilities:
- Tracks classified pouches, ensure accuracy of records.
- Ensure that couriers, escorts, laborers, and vehicles are arranged and accounted for.
- Use computer applications to request and approve access requests.
- Assist with loading and unloading vans, and physically move pouch bags in and out of the pouch vault.
- Serve as Chinese linguist for classified pouch missions.

Qualifications:
- Must be able to lift heavy loads (up to 60lbs).
- Must be able to work in a difficult climate, including hot and humid weather.
- Must pass Chinese Mandarin test with speaking/reading score of 3/0 or higher.
- Must have 2 years of related experience in office work, logistics, inventory management, or similar field.
- Excellent oral and written communication skills.

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**Project Coordinator**

Primary Duties & Responsibilities:
- Assist with development, design, planning, and execution phases of construction and renovation projects.
- Ensure smooth execution and successful completion of projects.
- Produce drawings in accordance with accepted industry practices.
- Properly secure, file and catalog drawings.

Qualifications:
- At least 1 year experience in the building trades or construction fields as a scheduler or planner.
- At least 2 years' experience in the operation of Auto CAD 2000 or higher including working from sketches, engineering drawings, wiring diagrams and manufacturers' operations and maintenance manuals.
- Associate's degree in drafting, CAD or Architecture Technology required.
RSO Investigative Assistant (Russian Linguist - Moscow only)

Primary Duties & Responsibilities:
- Conduct personnel security investigations under the supervision of the RSO.
- Conducts in-depth personnel interviews in Russian with prospective foreign national employees.
- Conducts FSN clearance interviews and independently obtains and reviews data from other agencies.
- Schedules internal and external records checks with the respective official sources.
- Collects and independently corroborates applicant background information.
- Prepares documentation of investigative coverage. Translates police reports, witness statements, and other relevant official documents from Russian to English.
- Directly manages the unsolicited mail database, including translation and identifying threats to the mission and its personnel. Assists RSO with unannounced visitor screening.
- Provides in depth defensive counterintelligence briefings for new Foreign Service National employees.
- Serves as a liaison between RSO and U.S. Federal Law Enforcement Agencies having protective responsibilities and with local Russian authorities in support of official U.S. protective operations (DSS & USSS etc.)
- Serves as liaison with DS Headquarters Investigative Representatives during CIAP visits.
- Maintains and updates foreign national employee security files in Moscow, St. Petersburg, Yekaterinburg, and Vladivostok. Creates security badges as needed for personnel.
- Directly manages the training of new PAE replacements for investigative positions.

Qualifications:
- Must be able to type at least 40 WPM and be familiar with word processing, spreadsheets, and databases.
- Must have at least two years of general office experience.
- Experience conducting interviews preferred.
- BA or BS degree may be substituted for work experience requirement.
- Minimum 3/3 level in Russian are required.

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Safety Program Coordinator (Moscow only)

Primary Duties and Responsibilities:

- Assist in all matters pertaining to security of embassy property and daily functions around embassy operations.
- Schedule and performs required safety and health and fire inspections of all government owned property that pose an imminent threat to occupants and structure.
- Develop and provide safety training requirements for supervisors and employees and ensure that employees are familiar with safety rules and procedures for performing their jobs in a safe manner.
- Assist in conducting investigations for all mishaps involving hazardous conditions or equipment; institute operational guidelines for post personnel to prevent occurrence/reoccurrence.
- Maintain and updates office files to include records of inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of meetings.
- Ensure that all management and administrative policies and operations at post conform and are consistent with program responsibilities.
- Performs other duties to assist emergency and safety coordinated personnel.

Qualifications:

- 3 years of work experience in facilities management, environment safety, or related field (construction, engineering, architecture, etc.).
- A degree in a related field may be substituted for some of the work experience.
- Must demonstrate knowledge of OSHA or SHEM regulations and procedures.
- Must have skill in using Microsoft Office sufficient to maintain records.
- Oral and written communication.

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Senior Network Engineer

Primary Duties and Responsibilities:

- Performs hardware and software refreshes to upgrade embassy and consulate networks to the latest approved hardware and software.
- Provides support and quick reaction on-site service to embassies and consulates in the region. Provides Tier 1 level support in the daily administration and maintenance of network servers and client workstations.
- Performs new site installations, to include conducting site surveys to determine space, power, ventilation, air conditioning and cable plant requirements, the installation of WAN circuits, installation and termination of fiber optic and UTP cabling.
- Configuration of Cisco routers and switches, the design and implementation of Cisco switched LAN's.
- Participates in GITM Windows 2000 Active Directory installations and migrations.
- Building, testing, and assisting in the deployment of new client workstation images.
- Performs security audits.
- Administration, maintenance and troubleshooting of Cisco routers and switches. All major hardware and software upgrades of the network servers.
- Assist the RIMC Digital Technicians in the maintenance and upgrade of the cable infrastructure.
- Provides training to the Information Systems Center (ISC) staff.
- Assists the IMO and ISO with budgetary requirements to provide for lifecycle replacement of network hardware, servers and workstations, software, and contingency planning needs.

Qualifications:

- The following certifications: Cisco, Microsoft, other related/ equivalent, certifications.
- Must have basic knowledge of database construction, management and word-processing.
- Must have at least two years office experience related to basic systems operations. College degree preferred.
**Systems Administrator**

Primary Duties and Responsibilities:

- Respond to help desk tickets as appropriate and provide timely support to customers.
- Prioritize and perform file system configuration and management; define and perform server backups and recovery procedures. Review server logs for resource issues.
- Plan and implement server upgrades, maintenance fixes, and supplied patches.
- Provide Web administration support by overseeing and maintaining SharePoint Web server.
- Manage enterprise directory services and supporting server infrastructure.
- Develop and maintain server documentation materials.
- Ghost hard disk drives to duplicate existing hardware configurations.
- Implement policies, procedures, and technologies (including firewalls) to ensure server security.

Qualifications:

- An Associate degree in Information Technology and, or two Microsoft Windows Server 2003 certifications or higher and one Microsoft Client Operating System certification, either Windows XP or Windows 7.
- Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Systems Engineer (MCSE) certifications would also satisfy this requirement.
- Applicant must be at least 21 years of age and be able to obtain a Top Secret clearance.

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**Telephone Technician**

Primary Duties and Responsibilities:
- Assists the Foreign Service telephone technician in telephone system installation, preventive maintenance and troubleshooting.
- Installs telephone cable and phone jacks.
- Programs telephone switch equipment and telephone instruments.
- Recommends equipment and software upgrades, and insures that equipment is installed in proper areas, maintaining inventory of telephone parts and stock.
- Must be willing and able to adapt to specialized equipment
- Acts as a liaison with Chinese Telephone Technical Representatives.

Qualifications:
- Must have a minimum of 5 years of experience with Nortel Meridian Option 81C Repair and Maintenance or equivalent.
- Must have completed technical school or possess the equivalent of an Associate Arts degree.
- Experience with Nortel Fiber Remote IPE Equipment, Nortel Meridian Mail, Call Pilot Systems, and experience with MFA 150 Power Supply Units.
- Experience with simple networking and knowledge of IP addressing.
- Experience with various call accounting systems including Exacom.
- Must be willing and able to pull cable.
- Must have a finely developed sense of customer relations.
Window Washer/Custodian

Primary Duties and Responsibilities:
- Performs exterior window washing tasks on a scheduled basis for Embassy facilities, as well as snow and ice removal from building facades and roofs.
- Performs custodial services in Embassy, operating industrial standard cleaning equipment as well as general cleaning services.

Qualifications:
- Must be confident of working at heights and have knowledge of operation/uses of window washing/cleaning equipment and products.
- Must have completed fall protection training or complete it prior to arrival in Moscow.

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