



## HVAC Mechanic (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 Sri Lanka is seeking qualified candidates to serve as the HVAC Mechanic in the Facility Management Office.

The selected candidate is responsible for performing maintenance and repair tasks on Heating, Ventilation, and Air Conditioning (HVAC) systems in all mission buildings and facilities, including residential owned and leased properties.

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

**The monthly gross salary for this position is USD \$ 479.91**

[LE Staff salaries are denominated in U.S. Dollars and paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for October 21, 2024, is 1 USD = 293.00 LKR. This is a temporary revision and should not be assumed as an acquired right.]

### **Qualifications Required:**

- 1. Education** - Completion of secondary school (Completion of G.C.E. O/L - Candidate must have passed 6 subjects including Mathematics and possess distinctions or credits for at least 3 subjects) is required. And completion of vocational training from an accredited institute recognized as producing journeyman level technicians with specialization in the HVAC field is required. *(Candidate must attach relevant educational certificate/s).*
- 2. Prior Work Experience** - A minimum of three (3) years of experience in the repair and maintenance of commercial or industrial HVAC systems is required. *(Candidate must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** -  
Level II (Limited Knowledge) Reading, Writing, Speaking English is required. *(This will be tested)*  
Level III (Good Working Knowledge) Reading, Writing, Speaking Sinhala or Tamil is required.
- 4. Job Knowledge** -
  - Maintenance and repair of HVAC controls including motor starters, thermostats, humidistats, variable frequency drive (VFD) motors and controllers, motorized and gravity dampers, sensors and building automation systems, furnaces, hydronic systems, hot water heaters and heat pumps, evaporators and condensers, chillers and boilers.
  - Minor component replacement of motors, valves, pumps, controls and recording instruments.
  - HVAC testing procedures in control devices to monitor, diagnose faults, determine current operating capacity to the design requirements, all in accordance with host country regulations.
  - Reading and working from engineering drawings, specifications, HVAC schematics, one-line diagrams and material list.
- 5. Skills and Abilities** -
  - Communication and interpersonal skills to answer queries from end-users.
  - Ability to work as part of a team, work under pressure and a tight schedule.
  - A flexible approach to work shifts and answer emergency calls at all hours.
  - Must have a valid, current Class B (Dual-Purpose vehicle) license. Must have held it for a minimum of five (5) years.

### **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 Certificate/s (G.C.E. Ordinary Level Result Sheet and Vocational Training Certificate/s)
- Relevant Service/Work Experience Certificates
- Copy of Driver's License
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

### **PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or November 22, 2024.**

Please note, only shortlisted candidates will be contacted.