



US Visiting Forces
Local National Direct Hire (LNDH)

Job Title:	Supervisory Facility Operations Specialist	PP-SRS-GRD:	S-1640-12
Location:	RAF Alconbury	Vacancy Number	VA23 RPA 56934
Open Date:	23 November 2023	Close Date	Open Until Filled
Work Hour Per Week	37.50	Salary (Per Hour)	£20.23-£28.62

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

The 423^d Civil Engineer Squadron is looking for a qualified applicant to exercise second level supervisory and managerial authority over the Operations Flight to maximize support of RAF Alconbury and RAF Molesworth.

The duties will include establishing, revising and implementing programs, procedures, and organizational structure and personnel assignments, conducts meetings for tense consistency, and oversees satisfactory accomplishment of various programs. You will also maintain awareness of technical and planning aspects of all operations, maintenance, repair, and construction by maximizing satisfactory performance of BMC contractor through communications with DIO and lead 423^d CEO Stakeholder Program to ensure transparency with and maximum support of external agencies.

Knowledge and Experience Required

Applicants must demonstrate the following:

Applicant must have a degree in a subject matter field appropriate to the position (engineering, industrial arts, property management, or business administration)
- OR-
Experience that provided a knowledge of the practices and procedures related to property management, maintenance, materials requirements, and building operation and repair. This experience may have been gained in work such as budget or report preparation, maintenance of property and financial records, or trades or crafts work requiring technical knowledge or judgement
- AND-
Specialized Experience: Examples include:

Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, or other special-purpose installations, including planning maintenance activities, and developing preventative maintenance programs.
Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans.
Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one-or-two story buildings to larger structures), directing actual work operations and maintaining appropriate contacts with the organization funding the project.
Must have extensive knowledge and experience in principles, requirements, work techniques, equipment, and practices in electrical, mechanical, and civil engineering, as well as other technical fields as required, to repair and maintain facilities, infrastructure, and equipment.
Must have extensive experience with developing, interpreting, explaining, and implementing technical, architectural, civil, system, and planning documents, specifications, and drawings.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Must have extensive experience in monitoring and evaluating construction progress schedules to identify work progress and delays and anticipate problems that could hinder project execution.

Ability to anticipate and/or recognize and resolve discrepancies or controversies when work being performed does not meet the stated/requested requirements of planned and specified work is desired.

Ability to make correct determinations and recommendations when faced with unique and unusual technical problems is desired.

Must have experience with gathering, analyzing, and organizing program, project, and funding data to produce reports, plans, documents, spreadsheets, and PowerPoint briefing slides.

Ability to clarify position description duties with personnel to ensure improved performance is desired.

Ability to adapt existing strategies, programs, procedures, and practices to accommodate changes in organizational structure, personnel, policies, guidelines, objectives, and requirements is desired.

Extensive experience with comprehensive leadership and management of a diverse organization's resources, including personnel, funds, and time is desired.

Knowledge of safety and security regulations, practices, and procedures is desired.

Must have experience working with subordinate supervisors and individual personnel to mentor, motivate, and recognize accomplishments.

Must have experience with adhering to the requirements of supervisory duties.

Must have ability to communicate both orally and in writing.

Cat B driving licence is required for this position

Benefits

- 25 days Annual Leave + UK Bank Holidays, year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy.
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment.
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitae and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

