



Job Title:	Facility Services Assistant	PP-SRS-GRD:	S-1603-07
Location:	RAF Mildenhall	Vacancy Number	VA24 RPA 334969
Open Date:	08 March 2024	Close Date	15 March 2024
Work Hour Per Week	37.5	Salary (Per Hour)	£12.61-£17.23

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

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Facility Services Assistants at RAF Mildenhall, Royal Air Force Mildenhall, United Kingdom.

You will serve as a Requirements and Optimization (R&O) Technician in support of facility/infrastructure projects. You will be a member of a team of personnel reporting directly to and being accountable to the head of R&O of the Operations Flight, 100 Civil Engineering Squadron (CES). You will liaise daily with Maintenance Engineers, Planners, Shop Foremen, and other personnel to ensure requirements are executed in accordance with the best interest of Air Force funding and ensure shops are aware of deadlines for work requirements and report to leadership when deadlines are not met.

The role involves taking calls for works and corrective maintenance requirements from Facility Managers, Shop Leadership, Maintenance Engineers, Planners, other Civil Engineering Squadron personnel and Wing leadership and tracks requirements between the 100 CES sections, shops and contract partners. You will track all work requirements being executed by Operations Flight Shops to ensure incoming works are not duplicative or investigate opportunities to combine requirements into a single execution.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge of a broad range of federal, military, and commercial engineering and construction standards, methods, practices, techniques, materials, and equipment to ensure work is in compliance with regulations and standards.
2. Knowledge of operations, products, services, needs and goals of operations & maintenance programs and assigned organizations, related customers, functions, resources and users.
3. Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively accumulate, organize, manipulate and analyze data to identify, track, forecast, etc.
4. Knowledge of health, safety and environmental requirements as outlined in applicable standards, regulations and/or technical orders.
5. Ability to analyze, interpret and apply rules, regulations and procedures in a variety of situations and recommend timely and economical solutions.
6. Ability to plan, organize, conduct and record site/facility surveys and inspections and coordinate with other engineering disciplines and architects.
7. Ability to communicate effectively both orally and in writing and maintain good working relations.

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.

Other significant facts pertaining to this position are:**You must provide a copy of transcripts/ proof of qualifications/ certificates related to the duties of the position when submitting your application.**

1. The work may require the employee to drive a motor vehicle. An appropriate, valid driver's license may be required for the position.
2. Some overtime/out of hours/on-call work may be required but cannot be guaranteed and should not be expected.

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave 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 UK, 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 Vitale 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.

