

### **Basic details of job**

Job title: **Assistant Maintenance Engineer**

Unit/mission: WAS/IZ/FM

Job level: **05**

Number of hours: **40**

### **General features of job**

- ❑ The Assistant Maintenance Engineer provides direct assistance in managing and maintaining buildings, installations, grounds and contents and deals with breakdowns.
- ❑ The Assistant Maintenance Engineer is accountable to the Head of Facility Management for the management and maintenance of buildings, installations and contents and for dealing with breakdowns.
- ❑ Safety regulations, work instructions and occupational health and safety regulations are applicable.
- ❑ The Assistant Maintenance Engineer advises on decisions to be taken how to deal with breakdowns, when carrying out maintenance on buildings or contents and when carrying out or supervising maintenance of the grounds.

### **Possible duties**

- Monitoring of proper and safe functioning of the infrastructural facilities of the Chancery, Ambassador's Residence and other residences owned by the Embassy, and ensuring that the installations (continue to) meet the legal requirements;
- Assisting in Maintaining the technical installations belonging to the Chancery, Ambassador's Residence and other residences owned by the Embassy;
- Carry out repairs of the technical facilities as needed;
- Supervision of third-party workers within the building and monitor proper execution of the work performed by such workers;
- A proactive approach with respect to recommendations for preventive maintenance of technical installations and management of maintenance duties.
- Replacing the Maintenance Engineer when necessary

## Working Environment

The Netherlands Embassy in Washington D.C. represents the affairs of the Government of the Netherlands in the United States of America. The Embassy is located at 4200 Linnean avenue, with 72,000 square feet of privately owned office space. In addition, the Embassy owns 4 properties among which the residence of the Ambassador. A total of 140 employees work at the Embassy. The Embassy building has a LEED-Silver certification. Facilities Management is one of the three units under the department of Internal affairs. The other two units are: IT & Communications and the Business Support Office.

## Description of the prospective employee

A friendly but determined person who is able to stay focused when working under pressure. The prospective employee should not mind working outside regular hours on special projects or in case of calamities.

## Knowledge and skills

**Level of education:** Intermediate level (or better) Professional Training (e.g. Intermediate Professional Training in Mechanical Engineering/Climate Control Technology and/or Electrical engineering);

**Level of experience:** at least 3 year's experience

1. Good communication skills;
2. CFC certification;
3. HVAC apprenticeship license and/or HVAC air condition, heat pump training course completion;
4. Wide range of technical expertise and skills (generalist);
5. Expertise in and experience with Building Automation Systems;
6. Able to work independently;
7. In possession of a valid drivers license .

## Contacts

- ☐ With embassy users of the buildings, to exchange information on breakdowns and defects in buildings and contents, as well as complaints.
- ☐ With external firms, to exchange information and make arrangements about work to be contracted out.

## Contact

Netherlands Embassy, Washington D.C.  
Facility Manager  
Lidwien Selman– [was-iz@minbuza.nl](mailto:was-iz@minbuza.nl)