



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

<b>POSITION:</b>	Facilities Services Manager (Night)
<b>LOCATION/HOURS:</b>	10:30 p.m. - 7:30 a.m.
<b>DEPARTMENT:</b>	Operations / Capitol Facilities / Environmental Services
<b>REQUIREMENTS:</b>	See attached Position Description
<b>SALARY RANGE:</b>	\$85,856 - \$124,877 (Includes Night Shift Differential)
<b>CONTACT:</b>	U.S. Senate Sergeant at Arms, Human Resources Senate Hart Building SH-142 Washington, DC 20510 Phone: (202) 224-2889 Fax: (202) 228-2965 Email: <a href="mailto:resumes@saa.senate.gov">resumes@saa.senate.gov</a>
<b>POSTING DATE:</b>	Friday, September 21, 2018
<b>DEADLINE FOR APPLICATIONS:</b>	Friday, October 05, 2018

**All applicants must submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the Human Resources Department.**

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.



## FACILITIES SERVICES MANAGER

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### NATURE OF WORK

This is highly responsible supervisory and managerial work assuring the safe and timely delivery of cleaning and labor services within the Senate wing of the Capitol. Work includes assuring the quantity and quality of work performed and an efficient, cost effective operation. The incumbent is responsible for ensuring adequate staffing, appropriate equipment in good working condition, and sufficient supplies to support the routine activities and special projects of cleaning and labor crews. Work includes developing and implementing effective policies, guidelines and procedures for the care and maintenance of the Senate chamber, areas surrounding the chamber, all public areas, and meeting rooms. Work is performed under the general supervision of the Capitol Facilities Branch Manager.

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### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Plans, organizes, coordinates, assigns and evaluates the work of support staff, including contract labor; provides training, counseling and discipline as needed.
- Supervises and counsels staff; prepares and serves performance evaluations; initiates personnel actions; provides performance planning, coaching, and accountability of staff through direct subordinate supervisors and lead technicians; resolves issues escalated by supervisors including, but not limited to, conflict resolution and complex task-related issues.
- Maintains, communicates, and enforces OSHA and other regulatory agencies' regulations; facilitates training and maintains awareness of proper procedures and safety measures for cleaning, preservation, restoration, equipment, supplies, personal protective equipment, furniture moves and the use and storage of chemicals.
- Maintains standards and work procedures in accordance with prescribed methods and best practices, including the quality assurance system. Applies technologies appropriate to and compatible with established processes and procedures.
- Ensures adherence to department policies in all areas including furniture handling/moving, special event setup, quality assurance, key control, time and attendance, work orders, and inventory control.
- Maintains efficient, cost effective operations by assuring adequate staffing, appropriate equipment in good working condition and sufficient supplies to support the routine activities and special projects associated with cleaning and labor services.
- Plans, implements, and evaluates projects such as vendor contracting, procurement, process improvement, and internal resources utilization.
- Manages, directs, and supervises staff recruitment, training, motivation, and evaluation.



- Plans staff involvement, as necessary, for special events in the Capitol.
- Ensures adherence to quality assurance systems such as work orders, inventory control, time and attendance, and key control.

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed indoors, primarily in an office environment. Work requires extended periods of computer work, prolonged walking and standing, and occasional bending and lifting.

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### **MINIMUM QUALIFICATIONS**

Work requires a bachelor's degree in management or related field, and 5-8 years of increasingly responsible housekeeping and/or hospitality experience, including at least three years in a supervisory capacity; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of institutional cleaning methods.
- Knowledge of facilities maintenance and/or hospitality practices and procedures, equipment and processes.
- Knowledge of effective management practices and processes.
- Ability to establish and maintain proper policies, guidelines, and procedures.
- Ability to plan, organize, coordinate, assign, direct, and evaluate the work of managers and supervisors.
- Ability to communicate effectively, both orally and in writing.
- Strong customer service and interpersonal relationship skills.

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### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.