



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

Vacancy Announcement

POSITION:	Facilities Services Supervisor (Night)
LOCATION/HOURS:	11:00 p.m. - 7:30 a.m.
DEPARTMENT:	Capitol Facilities
REQUIREMENTS:	See attached Position Description
SALARY RANGE:	\$63,978 - \$93,058 (Includes Night Shift Differential)
CONTACT:	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: resumes@saa.senate.gov
POSTING DATE:	Wednesday, May 16, 2018
DEADLINE FOR APPLICATIONS:	Wednesday, May 30, 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.

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.

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 SUPERVISOR

NATURE OF WORK

This is responsible supervisory work overseeing the cleaning and labor services in the Senate wing of the U.S. Capitol building. The incumbent ensures the efficient and safe delivery of cleaning and labor services to the Senate chamber, areas surrounding the chamber, all public areas, and meeting rooms. Work includes assigning and inspecting work assignments, supervising staff, and counseling responsibilities. Work is performed under the general supervision of a Facilities Services Manager.

EXAMPLES OF WORK

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

- Performs regular inspections to ensure cleaning and labor standards are met.
- Assigns cleaning and labor tasks and special projects; creates work schedules as needed.
- Supervises and counsels assigned staff; prepares and serves performance evaluations; approves employee leave and maintains leave calendar; recommends discipline as necessary; and serves on interview panels.
- Provides training in correct and safe cleaning, preservation, restoration, labor, and event set-up procedures.
- As necessary, provides oversight to contract labor staff.
- Resolves issues raised by Lead Technicians including, but not limited to, conflict resolution and complex task-related problems.
- Maintains adequate on-hand inventory of cleaning supplies and consumables; orders necessary supplies from vendors.
- Ensures building security through proper distribution and collection of route keys.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily indoors, requiring prolonged periods of walking, standing, lifting, climbing, bending, and pushing/pulling.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and at least 3-5 years of relevant experience, including lead/supervisory experience in the custodial/facilities/hospitality industry; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Knowledge of institutional cleaning practices and procedures, equipment, and processes.
- Knowledge of effective supervisory practices and processes.
- Ability to assure adherence to proper policies, guidelines, and procedures.
- Ability to plan, organize, coordinate, assign, direct, and evaluate the work of assigned staff.
- Ability to use a personal computer, including word processing and email.
- Ability to learn automated quality assurance and work order systems.
- Ability to communicate effectively, both orally and in writing.
- Strong customer service and interpersonal relationship skills.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.