



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

## **Vacancy Announcement**

**POSITION:**

**Facilities Specialist #67**

**DEPARTMENT:**

Operations/Support Services

**SUMMARY:**

This is responsible work involving coordination of facilities management activities. Work includes a variety of facilities functions, including office inspections, office moves, building renovations, painting, ordering furniture, preparation of telecommunications requests, building access issues, and maintaining and troubleshooting conference room equipment. Work also includes updating databases, preparing correspondence, and processing forms and requests.

**SALARY RANGE:**

\$55,417 - \$83,131

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/532V>

**POSTING DATE:**

**Thursday, April 02, 2020 to Thursday, April 16, 2020**

**U.S. Senate Sergeant at Arms, Human Resources \* Senate Hart Building SH-142, Washington, DC 20510 \* Phone: 202-224-2889**

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



## FACILITIES SPECIALIST

### NATURE OF WORK

This is responsible work involving coordination of facilities management activities. Work includes a variety of facilities functions, including office inspections, office moves, building renovations, painting, ordering furniture, preparation of telecommunications requests, building access issues, and maintaining and troubleshooting conference room equipment. Work also includes updating databases, preparing correspondence, and processing forms and requests. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

### 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, coordinates and oversees installation of telecommunications and computer equipment, and the placement of furniture, office supplies and office equipment.
- Performs regular maintenance inspections to verify the completion of work requests; reports new issues.
- Coordinates electrical, mechanical, carpentry, painting, and other logistical work related to the maintenance and alteration of office areas.
- Installs, maintains, upgrades and troubleshoots conference room equipment.
- Coordinates employee and vendor requests for access to secured SAA locations within office buildings; issues property passes; maintains related files and records.
- Operates various computerized work order request and document processing systems to input and retrieve data in support of facilities management activities.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment and may require extended periods of walking, sitting, climbing, bending, standing, safely lifting and carrying objects up to 50 pounds. Work also requires physical dexterity in the use of fingers and limbs in the operation of hand equipment.

### MINIMUM QUALIFICATIONS

Work requires an Associate's Degree and one to three years of experience in facilities management; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:



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- Knowledge of, or ability to learn, departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics, AOC and BLS pertaining to facilities management.
- Knowledge of office equipment, computers, relevant software/Web applications, and spreadsheets and databases.
- Knowledge of current occupational and environmental safety and health practices, programs, laws, codes, and standards.
- Ability to respond to customer inquiries and complaints in a tactful, timely and courteous manner.
- Ability to plan, organize, coordinate and inspect work.
- Ability to prepare and maintain accurate records and reports.
- Ability to communicate effectively.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

## 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.