

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A52604
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Embassy Personnel Office	Foreman-1210	FSN-6	MAM	03/11/09
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Facility Foreman	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision Maintenance	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
Incumbent is responsible for providing guidance and assigning work to a crew of different maintenance disciplines ranging from 6 to 10 persons. This employee assigns plumbing, electrical, carpentry, masonry, air conditioning and appliance repair work to his crew. The maintenance foreman coordinates transportation, tool requirements, materials and supplies for the crew to complete Work Order Request (WORS) assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of vocational high school is required.
- b. Prior Work Experience:
Three years of electrical or mechanical or plumbing or construction or roofing experience is required. Six months leadership experience.
- c. Post Entry Training:
Must possess Construction Engineering Technician Certification issued by the Junta Tecnica de Ingenieria y Arquitectura (MOP).
- d. Language Proficiency:
Level III Speaking/Reading Spanish (Good Working Knowledge) is required. Level II (Limited Knowledge) Speaking/Reading English is required.
- e. Job Knowledges:
Must possess excellent knowledge of electrical theory, air conditioning system repair, and generator repair. Must understand Panamanian and American electrical codes. Must know how to read and draw electrical, plumbing and mechanical and architectural/structural blueprints. Basic knowledge of Microsoft Outlook, Word, etc.
- f. Skills, and Abilities:
Must possess a valid Panamanian Driver's license. Must be able to drive a forklift. Must know how to use equipment and Tools related with electrical, plumbing, mechanical and air conditioning system.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the Maintenance Supervisor.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Post regulations, GSO standard operating procedures. American and Panamanian electrical, sanitary & plumbing, and construction codes.
- d. Exercise of Judgment:
Always in the best interest of the U.S. Mission, methods required to accomplish the work.
- e. Authority to Make Commitments:
Only those related to his area of work.
- f. Nature, Level, and Purpose of Contacts:
Vendors at hardware stores and customers. Also Service and Preventive Maintenance Contractors during scheduled visits.
- Time Expected to Reach Full Performance Level: Six Months

14. Major Duties and Responsibilities**% Percentage**

1. Responsible for up to ten person maintenance crew. Incumbent is also responsible for the completion of Residential, Office, Preventive Maintenance and Repairs Work Order Requests (WORs). Serves as Duty maintenance Technician	35%
2. Explains to the team members the requirements of WORs and makes sure that everyone understands. Incumbent provides guidance on tasks to be done and will handle the WOR itself if required. If the task assigned is unknown to crew, incumbent will provide on-the-job training.	25%
3. Incumbent assures proper completion of work orders. Responsible for ordering materials/supplies needed if not available and decides the amount needed. Responsible for reporting to direct supervisor anything in regard to equipment, tools, supplies that is needed for himself and the crew under his guidance.	25%
4. Responsible for coordinating transportation for the maintenance crew. Must assure tools, equipment and materials are available to the team members to complete WORs assigned especially when working outside the Embassy. Must be able to drive Embassy vehicle to offsite locations to obtain supplies, transport crew, etc.	15%