

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

|                          |                           |                                   |
|--------------------------|---------------------------|-----------------------------------|
| <b>1. POST</b><br>PANAMA | <b>2. AGENCY</b><br>STATE | <b>3a. POSITION NO.</b><br>A52641 |
|--------------------------|---------------------------|-----------------------------------|

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes A52636, A52664     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<br>(mm-dd-yy) |
|----------------------------------|--------------------------------------|----------------|----------|--------------------|
| a. Post Classification Authority | Maintenance Mechanic (Plumber), 1210 | FSN-5;<br>FP-9 | GS       | 05/22/07           |
| b. Other                         |                                      |                |          |                    |
| c. Proposed by Initiating Office |                                      |                |          |                    |

|   |                            |
|---|----------------------------|
| <b>6. POST TITLE POSITION (if different from official title)</b><br>Plumber | <b>7. NAME OF EMPLOYEE</b> |
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|---|---|
| <b>8. OFFICE/SECTION</b><br>U.S. EMBASSY PANAMA | a. First Subdivision<br><b>ADMINISTRATIVE SECTION</b> |
|---|---|

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|--|---|
| b. Second Subdivision<br>GENERAL SERVICES OFFICE | c. Third Subdivision<br>MAINTENANCE SECTION |
|--|---|

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|--|---|
| <b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b> | <b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b> |
| _____<br>Typed Name and Signature of Employee      Date(mm-dd-yy)  | _____<br>Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)                                   |

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| <b>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.</b> | <b>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.</b> |
| _____<br>Typed Name and Signature of American Supervisor      Date(mm-dd-yy)  | _____<br>Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)   |

**13. BASIC FUNCTION OF POSITION**  
Perform as repairman for all plumbing and natural gas systems in USG properties. Also repairs other USG-owned appliances. In addition, assists in the general maintenance activities associated with office and residential problems including general repairs outside of the plumbing/gas specialty.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**
1. Performs maintenance and repair on plumbing and gas appliances in all USG properties, as directed by Maintenance Supervisor and Facilities Manager. Tracks preventive maintenance schedules and general performance of equipment as required.
  2. Assist FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs of all office and residential problems. Work is primarily based on completed work orders.
  3. According to the maintenance supervisor's instructions, supports other areas of maintenance to repair appliances, perform basic carpentry, plumbing, masonry, painting, and refrigeration. Uses all hand and power tools of trades. May be called on to lift boxes, equipment or perform other types of manual labor to include furniture and appliance moves.
  4. Serves as Duty Maintenance as required. This involves being on call for any maintenance problem outside of duty hours. Answers emergency calls that come from Facility Manager or the Maintenance Supervisor.
  5. Performs other duties as required. Required to drive motor vehicles and forklift.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: High School Diploma required.
- b. Prior Work Experience: Five years of experience working as a plumber with experience in gas service and pipe fitting is required.
- c. Post Entry Training: Must possess a certification in plumbing issued by the Technical Board of Engineering and Architecture.
- d. Language Proficiency: Level I (Rudimentary knowledge) speaking/reading/writing English language is required. Level III (Good working knowledge) speaking/reading/writing Spanish language is required.
- e. Job Knowledge: Mission knowledge: Needs to know location of all offices, and be aware of what kind of systems serves each building. Also should be aware – in at least very general terms- of all agencies at post, and how they interact. Country/region: Incumbent needs to know what parts, equipment, brands, etc. is readily available in country and where. Must know local codes and requirements. Incumbent must have journeyman level skills and knowledge of plumbing and gas appliances. Familiarity with a wide range of appliance brands, and models. Excellent safety knowledge and sound understanding of tools and equipment used in plumbing and gas trades.
- f. Skills and Abilities: Must be able to assess independently how to install and/or repair all technical problems related to plumbing, pipe fitting and gas. Should be able to repair most any problem, or recommend a process to do so. Must defer to supervisor when a purchase is required. Also needs to be able to assess and repair problem with common household appliances, such as washing machines, dryers, dehumidifiers, etc. Must possess a valid Panamanian driver's license type C.

## **16. POSITION ELEMENTS**

- a. Supervision Received: Jobholder takes instructions from FSN supervisor and American Facility Manager.
- b. Supervision Exercised: No formal direct supervision. May be required to oversee others who are not familiar with the incumbent's trade skills. May act as team leader on plumbing or gas-related projects.
- c. Available Guidelines: Post policy. Instructions from FSN Supervisors and American Facility Manager. Incumbent may be required to serve in any GSO Section in case of problems and he/she will be required to follow instructions from that section head as needed.
- d. Exercise of Judgment: Able to exercise proper judgment in use of all tools and materials. Must work in a safely manner and should be able to keep control of all the tools for all trades.
- e. Authority to Make Commitments: None
- f. Nature, Level, and Purpose of Contacts: Will be required to enter American Employees homes and Embassy offices. Must be able to work with others in GSO, American Officers and their dependents. Interact with workers and technicians of local contractors or vendors
- g. Time Expected to Reach Full Performance Level: One year