

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. A52667
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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 4 No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. A52633 , Maintenance Mechanic (Title) 1210 (Series) 3 (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 HRO	Maintenance Mechanic (Electrician)-1210	FSN-5: FP-9	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

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

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. Jose Caballero/Maint. Supervisor _____ <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. Johnny Shields/FMS _____ <small>Typed Name and Signature of American Supervisor Date(mm-dd-yy)</small>	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. Mark X. Perry _____ <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION
 Performs as a repairman for all electrical systems in USG properties. Also, repairs other USG owned appliances. Performs as A/C repairman/electrician. Incumbent will be able to operate independently, with journeyman instructions, in any other trade, be able to use all A/C and refrigeration tools.

14. MAJOR DUTIES AND RESPONSIBILITIES **70% OF TIME**

1. Performs maintenance, installation, and repair of electrical systems in all USG properties, as directed by the Maintenance Supervisor and the Facilities Manager. Tracks preventive maintenance schedules and general performance of equipment as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of high school from a vocational school with specialization in electricity is required.
- b. Prior Work Experience: Three years experience working as an electrician and repairing other appliances is required.
- c. Post Entry Training: Must be a certified journeyman in electricity. During probationary period, incumbent must take SHEM Training. Also, must receive on-the-job training to learn location of all offices, to be aware of what kind of systems serves each building, and to be aware, in at least very general terms, of all agencies at post and how they interact.
- d. Language Proficiency: Level I (Rudimentary) speaking/reading English language is required. Level III (good working knowledge) speaking/reading Spanish language is required.
- e. Job Knowledge: Must know good safety and understanding of tools and equipment used in trades especially electricity. Good knowledge of what parts, equipment and brands are readily available in country and where is required. Must know local codes and requirements. Good knowledge of electrical and mechanical skills is required. Basic knowledge on how to prepare estimates.
- f. Skills, and Abilities: Must be able to assess independently all technical electrical problems. Must be able to repair most any electrical problem, or recommend a process to do so and 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 driver's license. Must be able to lift heavy weights. Must be able to work as part of a team.

16. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by the FSN Maintenance Supervisor and American FMS.
- b. Supervision Exercised: None.
- c. Available Guidelines: Post policies and guidelines. Instructions from FSN Supervisors and American Facility Manager.
- d. Exercise of Judgment:
Able to exercise proper judgment in use of all tools and materials. Must work in a safe 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:
Communicates with American Employees at all levels and their dependents when working in their homes. Also, communicates with FSN at all levels.
- g. Time Expected to Reach Full Performance Level:
One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of time

25%

2. Assists FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs for all office and residential problems. Work is primarily based on submitted work orders. According to the maintenance supervisor's instructions, supports other areas of maintenance to repair appliances, perform basic carpentry, plumbing, masonry, and refrigeration. Uses all hand and power tools of trades. May be called on to lift boxed, equipment or perform other types of manual labor to include furniture and appliances. 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 the Facility Manager or the Maintenance Supervisor.

3. Performs other duties as required. Required to drive motor vehicles and forklift.

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