

INTERAGENCY FOREIGN SERVICE NATIONAL 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.
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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) To reflect change of responsibilities and for CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Maintenance Mechanic (A/C Tech), 1210	FSN-5	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) A/C Tech-Refrig. – Electrician	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY PANAMA	a. First Subdivision ADMINISTRATIVE SECTION
b. Second Subdivision GENERAL SERVICES	c. Third Subdivision GSO MAINTENANCE

9. This is a complete and accurate description of the duties and Responsibilities of my position.	10. This is a complete and accurate description of the duties and Responsibilities of this position.
<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p style="text-align: center; font-size: large;">Jose Caballero</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.	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.
<p style="text-align: center; font-size: large;">Steven Kisling</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Human Resources Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION
Assist in the general maintenance activities associated with office & residential problems. Incumbent performs minor construction & maintenance in electrical. Incumbent will perform as A/C repairman/electrician. Will be able to operate independently, with journeyman instructions, in any other trade, be able to use all A/C and refig. Tools, posses a valid drivers license, Refig.-A/C 70%, Electrician 30%.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

1. Assist FSN Maintenance Supervisor, Maintenance Foreman and journeyman level maintenance workers in the construction and repair of all office and residential problems/work orders.
2. Performs constructions and repair electrical, A/C, appliances repair, carpentry, plumbing, masonry, paintings, refrigeration, with supervisor's instructions.
3. 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. Performs other duties as required. May be required to drive motor vehicles and fork trucks. Acts as mission maintenance mechanic, A/C, appliance mechanic, electrician.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
High School Diploma from a vocational school is required
- b. Prior Work Experience
Four years of experience working with air-conditioners (splits or central units) required
- c. Post Entry Training
Most possess a certification in brands of A/C products.
- d. Language Proficiency
Level I (Rudimentary knowledge) English and level III (Good working knowledge) Spanish required
- e. Knowledge
Journeyman level skills and knowledge of a least one trade discipline. Excellent knowledge of basic construction and maintenance practices. Good safety knowledge and understanding of tools and equipment used in trades.
- f. Skills and Abilities
Ability to work in all trades as a sub-journeyman or helper. With direct instructions from a journeyman can operate totally independently in most situations. Incumbent must be willing to work in any trades discipline. Skilled in all types of A/C and appliances.

16. POSITION ELEMENTS

- a. Supervision Received
Directly supervised by FSN Maintenance Supervisor or Facility Manager.
- b. Supervision Exercised
May be required to supervise others who are not familiar with the incumbent's trade skills.
- 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.
- g. Time Required to Perform Full Range of Duties after Entry into the Position
One year