



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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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. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	MAINTENANCE SUPERVISOR ASSISTANT -1210	6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">AMERICAN EMBASSY, ABIDJAN, COTE D'IVOIRE</p>	a. First Subdivision <p style="text-align: center;">ADMINISTRATIVE SECTION</p>
b. Second Subdivision <p style="text-align: center;">GENERAL SERVICES OFFICE</p>	c. Third Subdivision <p style="text-align: center;">FACILITIES MAINTENANCE SECTION</p>

9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy)
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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. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)
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13. Basic Function Of Position

Assists the Maintenance Supervisor to direct and supervise a multi-trade group of 3 trade foremen, over 15 direct hired tradesmen and up to temporary workers tradesmen for providing minor construction, maintenance and repair services for equipment, , buildings grounds including all related services within the mission.

14. Major Duties and Responsibilities 80 % of Time

Assigns work requests to employees, monitors site work ensures completion in a set time frame and promptly oversee the submission of completed orders to ensure accountability of materials, labor and equipment for specific jobs. duties explaining work orders through working plans programs, shop drawings and correct methods to achieve work safe and of acceptable standards. Directs and approves materials, labor and equipment needs. Ensures teams move out early to the field, visit sites on regular basis to monitor work progress and solve problems.

Ensures that all work requests, daily reports and other required paperwork are submitted on time to work control clerks, supervisor and Facilities Manager as necessary at the close of each workday. Assist work control clerks in closing out all requests as a management procedure.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school (BAC or equivalent) and a minimum of three years of technical school training or vocational training producing journeyman skills in building or related trades with emphasis on electrical installation practice, generator installations, refrigeration and electronics.

b. Prior Work Experience

At least Three (3) years of journeyman technician experience including one year working as a supervisor for multi-trade crew or working as an instructor in a technical institute with emphasis in not less than three trades in the construction process is required.

c. Post Entry Training

Project Management and Computer application

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English (written and spoken)

Level III French (written and spoken)

Ability to communicate easily with Americans with very limited French proficiency.

e. Job Knowledge

Must have a good knowledge of all established practices of all trades in the construction process with a thorough understanding of construction drawings, schedules and details. Good knowledge in local building standard and construction codes. Familiarity with US codes and regulations would be an asset. Must have a working knowledge of the computer software application like WORD, EXCEL, OUTLOOK, etc.

f. Skills and Abilities

Ability to organize and manage multi-trade programs and projects from conception to completion with minimum supervision knowledge in electrical installation practice in electronics in relation to household appliances and equipment such as air conditioners, refrigerators and freezers, standby generator, dishwashers, washer and dryers, etc. Ability to write project reports with good typing and strong processing skills.

16. Position Element

a. Supervision Received

Daily supervision from Facilities Manager, Special Projects Supervisor and the Maintenance Supervisor.

b. Supervision Exercised

Supervision of trades foremen and trades men engaged in routine maintenance jobs, residences make readies and assigned special projects. Supervision of landlord's workers in various residences ensuring quality work, continuity and respect of mission's rules and regulations.

c. Available Guidelines

Facilities Maintenance handbook; FAR' Procedures Manual, FAM, PASS user Manual, REMS user manual; Verbal and written instructions.

d. Exercise of Judgment

Exercise considerable judgement in the planing and scheduling of works, estimating materials, labor and equipment to be used to accomplish tasks.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contact with American personnel, their spouses and dependent, supervised LES and casual laborers and tradesmen, local vendors, employees of local utility companies, to undertake and explain methods, obtain quality materials and services for assigned tasks.

g. Time Expected to Reach Full Performance Level

Should be operational upon entry into position.

Addendum 1

Inspects residences to be occupied for defects and submit reports and quantity survey of resources required to make ready prior to occupancy. Provides on site supervision ensuring jobs are started on time, conducted in a professional and safe manner and completed on schedule. Follow up on landlord issues and procurement needs relating to supplies, appliances and equipment. Creates and maintains folders containing all information on residences and submit weekly reports on residences under make ready.

Recommends residences to be dropped from the housing pool indicating structural standing of building in use, landlord response to contractual responsibilities, security aspects and maintenance costs. Assists in translation between contractors and the requested work from facilities

20% of Time

Undertakes or assists in the installation of electronic household equipment including but not limited to video equipment, television set, antennae, musical systems, etc., and related protective equipment. Provides advice on use and maintenance of such appliances and equipment assigned.

Is able to assist in general auction sales providing a lead in the installation of equipment for the sales and in the auctioning process and undertakes other assignments as directed by the Manager.