

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) GENERATOR (Series) FSN 1210 (Grade) 5

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	GENERATOR MECHANIC, FSN 1210-5	5		
b. Other				
c. Proposed by Initiating Office	FACILITY MANAGER			

6. Post Title Position (If different from official title) <p style="text-align: center;">GENERATOR MECHANIC/TECHNICIAN</p>	7. Name of Employee
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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;">ADMINISTRATION</p>
b. Second Subdivision <p style="text-align: center;">FACILITIES MAINTENANCE SECTION</p>	c. Third Subdivision

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>_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	<p>_____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<p>_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)</p>

13. Basic Function Of Position
 Under the supervision of the Generator Foreman, undertakes the installation, repair and maintenance of all generators in offices and residences. Also maintains NEC mechanical systems including the fire pump engine, hydraulic vehicle barriers, sliding gates, electrical vehicle barriers, entrance metal gates, under ground fuel tanks and fuel dispensers. Assists in delivery, transporting and removing of generators and mechanical systems in offices and residences. Provides mechanical support services for HVAC and electrical teams.

14. Major Duties and Responsibilities 80 % of Time

Incumbent checks on engine oil, water and fuel levels on generators including charging of batteries, replacement of voltage regulators, replacement of air filters, fuel filters, oil filters, engine oil and fuel all under established preventive maintenance program. Assists in maintaining mechanical systems at the NEC and the transporting, installing and removing generators in residences and offices. Makes reports on condition of generators and mechanical systems and needs for required parts and overhauling to Generator Foreman.

Receives assigned e-services generatoed work orders and instructions from the Generator Foreman on routine basis, and draws supplies from stock. Prepares tools, materials and assistance required for jobs in advance. Arrives on job sites on schedule, protects interiors and exteriors of generator sheds and existing structures, undertakes assigned generator and mechanical system maintenance.

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15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school and a minimum of two years of advance training in diesel engines or apprenticeship recognised as practicing skills in diesel mechanics.

b. Prior Work Experience

Four years minimum of work in a mechanical maintenance and repair shop as a qualified maintenance mechanic of diesel engines.

c. Post Entry Training

None

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

Level I English speaking and writing

Level III French speaking and writing are required.

e. Job Knowledge

Knowledge of installation, troubleshooting, maintenance, repair of generators and building mechanical systems. Basic knowledge of computer software use to submit simple reports. Should possess a valid Ivoiriaen driver's licence (B,C,D,E) to drive trucks, vans, cars and fork lifts. Basic knowledge in electricity applied to generators and mechanical systems is required.

f. Skills and Abilities

Understands mechanical drawings and work independently with minimum of supervision. Ability to submit reports and undertake daily inspections and fill out log books.

16. Position Element

a. Supervision Received

Daily supervision from the Generator Foreman and Maintenance Supervisor with occasional supervision of Building Operating Supervisor.

b. Supervision Exercised

Supervision over maintenance contractors personnel, landlords personnel and temporary hired FMS staff assigned on specific special projects.

c. Available Guidelines

Basic verbal instructions from maintenance generators foreman and supervisors, work orders and LES handbook, Ivoirien Building codes, maintenance Guidelines compiled by maintenance contractors and experts. OBO Handbooks, 6 FAM.

d. Exercise of Judgment

Exercises professional judgement in cost estimating of materials and recommending appropriate tools for specific jobs. Considerable judgment is required when dealing with expensive equipment and appliance, ensuring compliance with applicable codes.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Daily contacts with supervisors and other LES, occasional contact with USG employees and spouses, local material vendors utility companies general contractors and landlords.

g. Time Expected to Reach Full Performance Level

Three months

Addendum 1

and repair works using approved procedures and personal protective equipment in accordance to instructions given, and clean up sites upon completion. Submits copies of completed e-service generated work request and attached customer survey forms for customer evaluations and assists Generator Foreman in recording materials, labor and equipment used on completed work requests.

20 % of Time

Under the direction of the Facilities Manager, incumbent will undergo progressive rigorous cross training in Facilities Maintenance multi trade disciplines notably in installations and maintenance of electrical systems, household appliances, plumbing and mechanical systems and jobs requiring welding, carpentry and joinery, painting, masonry and tiling trades, etc. in order to assist other trades sections in times of need or shortage in staff. Incumbent shall be called upon to use power tools, ladders and hoists, lift heavy equipment, mounting platforms, tents and other structures required in post functions.

Incumbent shall be certified by GSO Motor Pool to drive work crews to various sites and also undertake other special duties as directed by the Facilities Manager.