

**INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

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

<b>1. POST</b> KAMPALA	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b>
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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)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	<b>ELECTRICIAN FOREMAN FSN-1210</b>	<b>5</b>		<b>Amended April 12, 2007</b>
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION</b> MAINTENANCE FOREMAN	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S.EMBASSY KAMPALA	a. First Subdivision <b>ADMINISTRATIVE OFFICE</b>
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b. Second Subdivision <b>GENERAL SERVICES OFFICE</b>	c. Third Subdivision <b>MAINTENANCE SECTION</b>
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<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p>  <p>_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)</p> <p><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></p> <p><b>MICHAEL BERRYMAN</b> _____ Typed Name and Signature of American Supervisor                      Date (mm-dd-yy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p>  <p><b>OKODU MOSES</b> _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</p> <p><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></p> <p><b>JOHN KLIMOWSKI</b> _____ Typed Name and Signature of Human Resources Officer                      Date (mm-dd-yy)</p>
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**13. BASIC FUNCTION OF POSITION**

Under direct supervision of Facilities Supervisor, the incumbent supervises and directs a multi-trade force employees and trade helpers engaged in maintenance and repairs in office buildings, residential quarters and other government owned or leased properties.

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

As working supervisor, Incumbent directs five full journeyman mechanics, one multi trade helper engaged in electrical power maintenance and repair works on structures and associated equipment in office buildings, residential quarters, and other government owned or leased properties. 40%

Personally performs highly skilled full journeyman level works in electrical works and responsible for correct installation, maintenance, repair and modifications electrical power installation systems and associated equipment. Receives written work orders indicating the location and scope of work to be accomplished, assigns tasks to subordinates, gives on the job instructions, inspects/checks on works in progress and documents completion of tasks, time and materials. Work may include installing electrical switch gears and associated accessories, assembling power equipment, making adjustments repairs and replacing defective parts, identify and servicing malfunctioning compressors, motors, cooling units, condensers, valves, relays, switches and other controls. 20%

Incumbent is responsible for periodic and other assigned preventive maintenance of all electrical power systems including general appliances i.e. Washing/Drying machines, water distiller, power stabilizers, transformers, security lighting systems, ceiling fans, refrigerator and air-conditioning systems. Reviews the condition of electrical equipment and replacement parts to ensure compliance with US Mission requirements and specifications. Maintains electrical supplies, equipment, tools, and work areas in good condition including general housekeeping of shop and work sites. 10%

Will perform incidental driving duties to transport tools, supplies, equipment and personnel to and from warehouse stores/work sites and other works as assigned by Maintenance Management including unskilled labour and non technical tasks. Helps the Maintenance Supervisor in the procurement processes by providing technical advice and guidance on the correct specifications, quantity and type of replacement parts, supplies and equipment installed in office/residential quarter's locations in reference to quality, authenticity, and rating. Must be cognizant and abides by all embassy security rules and regulations including Safety and Health procedures. Assists Maintenance supervisor with local BPA procurements of essential required repair supplies, simple tools /equipment and assists in employee's evaluations by providing important performances information and recommendations. 30%

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education**

Completion of secondary school (both O' and A' levels) is required. Completion of vocational training or apprenticeship recognized as producing journeyman electrician is required.

**b. Prior Work Experience**

Three years of progressively responsible experience as journeyman electrician in all phases of electrical maintenance areas. Ideally, this would include journeyman mechanics, supervisory, maintenance inspections, planning and estimating experience.

**c. Post Entry Training**

Embassy policies and procedures i.e. Safety and Health requirements, security of equipment and tools. Customer service training on how best to interact with co workers, residential servants and guards.

**d. Language Proficiency: Level 11 English language ability in both spoken and written is required. Knowledge of existing host country local language(s) by level and specialization.****e. Knowledge: Knowledge of building maintenance operations, existing electrical practice rules and regulations, equipment/testing devices. Must be familiar with American electrical codes standards.**

f. Skills and Abilities

Be able to use trade tools/equipment professionally to determine the extent of damage or problem and experience to make necessary recommendations for equipment repair or replacement. Must hold a valid Ugandan driver's license with good driving experience.

**16. POSITION ELEMENTS**

a. Supervision Received

Facilities Maintenance Manager and incumbent receives day to day guidance from the maintenance supervisor.

b. Available Guidelines

Oral and written instructions from the supervisor, established trade practices and procedures (SOW).

c. Exercise of Judgment

Determine extent and nature of repairs needed, need for replacement of equipment, etc.

d. Authority to Make Commitments

N/A

e. Nature, Level and Purpose of Contacts

U.S. Direct Hires and fellow FSNs.

f. Supervision Exercised

May direct the work of a helper.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year.