

# 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> <b>KAMPALA</b>	<b>2. AGENCY</b> <b>STATE</b>	<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>MAINTENANCE FOREMAN (PLUMBING)</b>	<b>5</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> <b>MAINTENANCE FOREMAN</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> <b>U.S.EMBASSY KAMPALA</b>	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>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p>  <p style="text-align: center;"><b>MOSES OKODU</b></p> <p>_____                  Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</p>
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<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></p> <p>_____                  Typed Name and Signature of American 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></p> <p>_____                  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 General Facilities maintenance Supervisor, directs and supervises a multi-trade force of 4 journeyman technicians engaged in the installation, maintenance and repair of plumbing systems in residential leased properties and other government owned office buildings.

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

As working supervisor, Incumbent directs five full journeyman mechanics and one multi trade helper engaged in performing Plumbing systems installation, maintenance and repair of structures and associated equipment in office buildings, residential quarters, and other government owned or leased properties.

40%

Performs highly skilled full journeyman level works in plumbing repair works responsible for correct installation, maintenance, repair and modifications of plumbing systems and associated equipment in US Mission office buildings, residential quarters and other government owned or leased properties. Receives written or oral work orders indicating the location and scope of work to be accomplished and assigns tasks to his subordinates, gives on the job instructions instruction as necessary, executes work and documents completion of tasks including time materials. Work may include but is not limit to laying water supply pipelines, control valves and drainage systems, installing over head tanks, water pumps, constructing drainage channels, manholes and hooking up generator fuel supply lines, ice makers, washing machines, sanitary wares and associated fittings, unblocking drainage lines, clearing airlocks/water harmers

20%

Incumbent is responsible for periodic and other assigned preventive maintenance of all plumbing systems including Office water treatment plants, maintaining water sprinklers and water hydrants, cleaning water tanks, de scaling water distillers, boiler equipment and swimming pools. Reviews the conditions of plumbing wares and replacement parts to ensure compliance with US Mission requirements and specifications. Maintains plumbing 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. Provides technical advice and guidance to procurement section on the correct specifications of replacement parts, equipment installed in the desired office/residential quarters in reference to quality, authenticity and rating. Assists Maintenance supervisor with local BPA procurements of essential repair supplies, replacement parts tools and equipment. Assists in employee's evaluations by providing important performance information and recommendations.

30%

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

Completion of secondary school in both (O&A levels) is required. Completion of vocational training or apprenticeship recognized as producing journeyman plumbing skills is required.

**b. Prior Work Experience**

Three years of progressively responsible experience in the maintenance area. 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 host country language (s) by level and specialization.****e.**

- f. Knowledge  
Knowledge of building maintenance operations, understanding the use and repair of plumbing equipment/ testing devices. Must be familiar with plumbing in Tropical countries requirements and standards.
- g. Skills and Abilities  
Must be able to use trade tools/equipment professionally to determine the extent of damage or problem and experience to make necessary repair recommendations/on-spot decisions. 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, nature of repairs needed and uses incredible judgment in resolving maintenance/construction challenges.
- d. Authority to Make Commitments  
Commits himself/herself to scheduled appointments and assignments.
- e. Nature, Level and Purpose of Contacts  
Co-workers in maintenance section, US Direct Hire Americans employees, residential servants and security guards.
- f. Supervision Exercised  
Supervises helpers, plumbers, other Facilities Maintenance employees and contractors as needed. Will organize and plan work schedules and assure timely completion of work orders.
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks