



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)					
1. POST Vienna		2. AGENCY Department of State		3a. POSITION NO. A52694	
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4 Maintenance Man FSN-3 positions					
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces: Position No. <u>A52694</u> , <u>Maintenance Man</u> (Title) <u>1210</u> (Series) <u>2</u> (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)					
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Initials
a. Post Classification Authority Vienna		Maintenance Man; 1210		03	Date (mm-dd-yyyy)
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE		
8. OFFICE/SECTION American Embassy Vienna			a. First Subdivision Joint Management Office		
b. Second Subdivision Facility Management			c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ 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. _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)		
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. _____ Typed Name Signature of Section Chief of 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 the appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION Performs work as Maintenance Mechanic at an intermediate level work in various building trades and crafts. Assists the various journeyman trades workers. Transports FM personnel, tools and materials to and from Job sites. Performs after hour emergency maintenance duties.					
14. MAJOR DUTIES AND RESPOSIBILITIES					% OF TIME
Performs intermediate level and semi-skilled work in various building trades or crafts (including but not limited to carpenter, mason, painter, plumber, and electrician), assisting Journeyman level trades worker in performing installations and/or maintenance work. Independently performs uncomplicated and routine maintenance and repairs including regularly but not limited to light bulb changes, unclogs sinks and toilets, fix dripping plumbing fixtures, replace filters in AC, touch up paint, official document hanging, masonry and dry-wall repairs and maintains pavements, floors, tiling, walls and ceilings. Assists with masonry work like building brick and dry-wall structures, plastering and stone repairs in USG owned and STL residences and offices building repairs.					80%

Assists in moving furniture and heavy equipment as needed. Assists in preparing and setting up official residences for representational functions and works as "stand-by" at functions when required.

Performs security escort duties for contract workers.

Substituting for the caretaker /gardener positions including day to day maintenance of property assigned, cutting grass, removing leaves and snow, cleaning and de-icing sidewalks, and maintaining lawn.

Performs other duties as assigned by supervisor.

Transports work tools and materials to different work places in Government owned vehicle, therefore must possess a valid Austrian driver's license B.

Responds to emergency situations. Occasionally required, with notice, to be on 24-hour-call for the purpose of resolving immediate operational and safety concerns.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of basic education (Pflichtschule), vocational school up to semi-skilled level.
- b. Prior Work Experience:
3 years work experience in a trade (e.g. Construction, tiler, electrician, plumber, carpenter, mason, gardener etc.)
- c. Post Entry Training:
Introduction to Embassy Vienna security standards.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
English Level 1
German Level 3
- e. Job Knowledge:
General knowledge of various tools and their maintenance.
- f. Skills and Abilities:
Must have physical ability to use all tools of various trades. Must be able to lift 50 lbs Must have a valid Austrian driver's license B and the ability to drive an embassy van to transport people, materials and tools to and from the job sites. Maintain ability to drive and keep forklift driving certification.

16. POSITION ELEMENTS

- a. Supervision Received:
Forman or Engineering Technician
- b. Supervision Exercised:
None.
- c. Available Guidelines:
US Department of State OBO approved standards and codes and Austrian standards and codes. FSN Safety Handbook.
- d. Exercise of Judgment:
Must exercise judgment in planning of daily tasks, safety and occupational judgment in performance of duties.
- e. Authority to Make Commitments:
Signs for receipt of materials. Authorized to make purchases within petty cash limit (USD 500).
- f. Nature, Level, and Purpose of Contacts:
Basic contact with occupants of residences and offices.
Basic contact with suppliers and sales persons at local supply stores.

g. Time Required to Reach Full Performance Level:
6 months to 1 year