



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. New A52630		
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 N52631, A52634						
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces: Position No. _____, _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) New ICASS position.						
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority						
		Building Inspector-Operating Leases		FSN-7		
6. POST TITLE POSITION (if different from official title) Building Inspector			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 Serves as -skilled journeyman level Building Inspectors in the FM Section, carrying out mandatory annual facility condition inspections of Operating Leased properties as well as interim fire, life safety and condition inspections in absence of A/POSHO for any Government-held office or residential property. These interim inspections may be for proposed new leases, pre-departure surveys, make readies or at the request of tenants or post management. Incumbent reports directly to the Engineering Technician. As part of the FM Housing team the incumbent is part of the section's residential make ready program, including inspection reports of residences, providing progress and updates to make ready schedules, and oversight of outsourced contract work. Incumbent has technical oversight of the Operating Lease of the annual make ready preparations of Tri-Missions residences for incoming employees and family members. Performs pre-departure inspections, departure, as well as post arrival inspections with new employees and family members where they educate and answer questions concerning building systems and appliances in assigned residences for newly arrived families.						

Inspections:**30%**

Incumbent should either inspect or approve the inspection by others, of the roof, basement, heating/air-conditioning system, water heaters, structure, plumbing, electrical, and all other aspects of residential buildings in search of improper building practices, needed extensive or minor repairs, general maintenance issues, and fire and life safety issues. Perform at best to technically exhaust all measures of the home inspection to discover any or all potential or known defects.

Pre-lease or pre-renewal lease inspections (PLI) – Applies to inspections required for new or renewal leased residences. These inspections generally takes place up to 6 months prior to closing negotiations (may be performed during occupancy of embassy resident; request permission for entry), and generally allows GSO Leasing information to adopt terms for negotiations/lease contracts and/provisions. Additionally, the inspection is to ensure that all terms of the leased contract have been/will be met, used as a means to monitor substantial completion or on-going works, validate major items are in working order, and as proof of previous conditions. The incumbent will either perform or approve this inspection by others prior to the negotiations or settlements between GSO Leasing and the Landlord. The incumbent will meet as needed with a Leasing, LL, and City, builder or contractor to gather needed information about the residential building/home. Obtain a copy of the blue prints from GSO Leasing (to be requested from the LL be leasing Rep) for the Housing Inspectors' records. Add any noted defects to a punch list in the report, listed items are to be completed by the LL, LL contractor or FM prior to occupancy.

Pre-departure Inspections (PDI) – Similar in nature to the PLI, but is only performed during change of occupancy; normally 90 days prior to occupant departure. Incumbent must perform using the same methods of inspection criteria in the PLI with the exception of adding damages or defects of the occupant and/or Government Agency. All defects should be afforded a punch list and a designated recipient; to either of the following: Landlord (Major Defects), occupant, Agency or Facilities Maintenance (GO).

Final Quality Assurance Inspections or Quality Assurance Inspections (FQAI or QAI) – This inspection is performed prior to occupancy for PLI's and/or normally 10 days prior to occupant departure for PDI's. The incumbent shall perform this final inspection to ensure defects of the punch list have been corrected. Quality assurance Inspections are inspections to confirm the status or updates of LL or occupants progress in mitigating known defects/damage, which are performed prior to the Final QAI but following the PDI or PLI. In the event a second opinion is needed by the Housing Maintenance inspector to evaluate LL progress, the Housing Maintenance inspector will contact the D/FM and request assistance.

Pre-Termination Inspection (PTI) – This inspection is typically performed and documented 30 days prior to the termination of a lease. The residential building/home must be inspected by the Housing Maintenance inspector to determine if any damages exists that are beyond normal wear and tear. This inspection will also identify the need to return the home to the state or conditions in which it was newly accepted by the embassy. Incumbent must utilize the pre-lease inspection record to perform this inspection. Emphasize the areas of concern with urgency to ensure timely re-construction takes place prior to release/turn-over of the home/unit back to the LL. The Supervising Engineering Technician will make the final determination as to whether damages are considered normal wear and tear or negligence of the occupant/LL/Government.

Structural Inspections – The incumbent shall report on the foundation and supporting elements of a residential building/home. When performing a structural inspection, the Housing Maintenance inspector will examine for a variety of signs that may include cracks in the concrete or brick and bowing and warping of support beams or joints of the foundation. The cracks may indicate a foundational shift that could compromise the integrity of the structure and sagging rafters may indicate an unsafe condition, which may cause them to either detach from the whole or break and place undue stress on the rest of the structure. The structure is the foundation of the home and must be inspected to help protect your real estate investment. Should the Housing Maintenance Inspector discover signs of possible structural issues, he/she will notify to Supervising Engineering Technician and request the services of a qualified Engineer.

Plumbing Inspection – During this portion of the inspection, an examination of the plumbing shall be conducted by the incumbent to carry out a thorough analysis of each part that may comprise the system. The incumbent will look at all pipes, fixtures and piping insulation, while searching for possible leaking or dampness. In addition, the inspector will review the types of plumbing connectors used and the type of waste removal sewage or septic system. The incumbent will also analyze water pressure by running water through the pipes and sewage systems concurrently. The hot water heater will also be inspected for heating capabilities. Inspect gas piping for potential leaks and proper installation

Heating/Air Conditioning – The incumbent should inspect each unit within a residence to ensure the heating/air-conditioning functions are operational. The incumbent shall inspect the overall condition of the units, filters and remote control units. The inspection report should a diagnosis which will describes the functionality and cleanliness of the system and recommend replacement/service by a technician if required.

Appliances Inspections – Ensure a test of all GO or LL supplied appliances for functionality has been made, such as the following: Test freezers, stoves, microwave ovens, range hoods, exhaust fans, washer, dryer, stove tops, and ovens for normal operation. Test refrigeration thermostats and defrost cycles for proper control. Recommend replacements as required.

Electrical Inspections – Outside the home the incumbent should first check the electrical service for frayed or damaged wires. Walk around the outside of the house and make sure there are no exposed open wires. Check the service meter for damage or operation. Inside the home the incumbent should check for the following: 2 prong grounded receptacles, no receptacles are locate within one meter of water sources, burn marks on receptacle or switch plates, rust on the main service panel, condition of visible wires(also look in attic and basement), uncovered junction boxes, service ground is in good condition, all switches and receptacles to confirm they work, and smoke/carbon monoxide detectors and check that they work. Turn on all lights and an air conditioner or large appliance like an electric stove and then check to see if the lights dim or brighten to determine if there's a loose neutral or ground. Check for the size of the main breakers and ensure the electrical service supports load requirements. Test all wall outlets using a plug-in type circuit tester for polarity, looseness of the plug and the functionality of the Earth Leakage protection.

Documentation – The incumbent shall report the condition of the home's heating/air-conditioning system; interior plumbing and electrical systems; the roof, attic and visible insulation: walls, ceilings, floors, windows and doors; the foundation, basement and structural components. Prepares and edits a well written report (PLI, PDI, PTI, QAI or FQAI). If possible using home inspection software or windows programs, the housing inspector will maintain an electronic copy and deliver a hard copy to the Residential Maintenance Supervisor for revision or approval. The inspection report is forwarded to the D/FM for signature before final issuance to GSO Housing/Leasing. (Leasing may then use the knowledge gained to make informed decisions about their pending Operating Leased property.) In each report describe the condition of the residence at the time of inspection and provide as best foreseen potential future conditional concerns, efficiency, and life expectancy of systems or components. May be required to submit service requests/work orders and follow-up on each submitted item in order to accomplish make-ready works.

Make Readies - Incumbent is responsible for coordination of all elements of the make-ready process to include inspections, contractor QA, verify curtains, and furniture delivery, Fire and Life Safety, cleaning has been completed before turnover and newcomer walkthroughs. Prior to commencing any make ready, the incumbent will document each residence high risk items such as air-conditioning remotes, smoke detectors, fire extinguishers, etc.

Inspections – As stated previously, the incumbent will conduct a PDI and develop a report detailing deficiencies noted. If the residence is a GO property, the incumbent will prepare a detailed deficiencies noted. If the residence is a GO property, the incumbent will prepare a detailed scope of work (SOW) and submit to the D/FM for revision and approval. The approved SOW is then submitted to GSO Procurement for action. Once the procurement office identifies a minimum of three contractors, the

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incumbent will arrange a site visit with all potential bidders onsite at one time as required. If the residence is an Operating Leased property, the incumbent will prepare a detailed report noting deficiencies and submit to the Supervising Engineering Technician for revision and approval. The approved report is then forwarded to GSO Leasing and landlord for action.

Contractor QA – During the make-ready process the incumbent will make daily inspections of all contractor work being performed. The incumbent will note deficiencies and make a report to the D/FM, GSO Procurement or the LL as appropriate for remedial action. The incumbent has final sign-off on USG funded contract actions.

Fire & Life Safety – Incumbent will coordinate early access to each residence for the POSHO Assistant to survey and identify any fire and life safety deficiencies. Incumbent will contact the POSHO Assistant frequently during the make ready process to ensure deficiencies are corrected in a timely manner prior to scheduled turnover.

Security – Incumbent will work with coordinate early access to each residence for the RSO Security personnel to survey and identify any security deficiencies. Incumbent will contact RSO personnel frequently during the make-ready process to ensure upgrades/deficiencies are corrected in a timely manner prior to scheduled turnover.

Pest Control – Incumbent will coordinate with the Safety Coordinator to have pest control services performed to the interior and exterior of each residence. Ideally this process will take place at least one week prior to occupancy. The incumbent will note the type of pesticide used and include in the make ready records.

Photographs – At the completion of each make-ready, the incumbent will take digital photographs of the interior and exterior of the property for inclusion in the files. All rooms will be photographed as well as the entire garden area. Incumbent will ensure the camera's date/time stamp is activated and each photo has the date/time displayed.

Turnover – At the completion of each make-ready, the incumbent will schedule a meeting on site with GSO housing to turn the residence over. The incumbent will give the GSO Housing Rep a thorough walk through of the residence and turnover all access keys for the property. Should the sponsor note any deficiencies, the incumbent will take immediate action to make corrections.

MAINTENANCE TRACKING

Landlord Liaison – Incumbent will liaise directly with landlords and/or management agents for maintenance items deemed leaser responsibilities. Incumbent will endeavor to provide a thorough technical evaluation of the requirement and ensure the LL or agent responds in a timely and efficient manner. Incumbent will provide quality assurance inspections of all corrective actions taken.

Access – Incumbent will ensure appointments are made for all landlords, contractors and management agents to access properties. Incumbent will notify all parties that attempts to access properties without prior approval or appointment will not be tolerated and could result in occupants notifying the Diplomatic Police Unit.

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Communication – Incumbent will endeavor to correspond, in writing, to keep customers apprised of work orders status, landlord issues, appointments and any other issues of interest. In the event the incumbent will be absent from work for an extended period, the incumbent will notify his/her customers that his/her back-up will be the primary contact during the absence. Incumbent will provide a thorough briefing of outstanding issues to his/her back-up prior to being absent.

Record Keeping - Incumbent will maintain detailed files on each property in their portfolio. Personal copies may be maintained at the desk area but copies of all documents, photos, e-mails, etc. must be

maintained in the GSO Housing master files.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Journeyman level trade certification (electrician, plumber, mechanic, etc.).

- b. Prior Work Experience:
Minimum three (3) years work experience at the Journeyman level in one of the major building and maintenance trades.

- c. Post Entry Training:
Training on US Government policies, procedures and regulations as well as PASS, WOW and any new Department initiatives such as the Collaborative Management Initiative (CMI)

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
English Level II required, Oral and written fluency in (native) German required.
(German Level IV)

- e. Job Knowledge:
Journeyman level knowledge of one (or preferably more) of the major building and maintenance trades. Sufficient knowledge of overall maintenance and repair operations that enables incumbent to identify deficiencies and propose options and potential labor and material costs to resolve noted items. Familiarization with local building codes and with the SHEM life safety and environmental management requirements. Good working knowledge of MS Office applications, office organization and filing skills.

- f. Skills and Abilities:
Basic to intermediate computer skills and the ability to work independently. Ability to use "I-Auditor" application software. Good communications and interpersonal skills. Must possess a valid Austrian driver's license B. Maintenance planning and scheduling experience is preferable.

16. POSITION ELEMENTS

- a. Supervision Received:
Receives direct supervision from the Facility Engineer Technician overseeing Facility housing.

- b. Supervision Exercised:
No direct supervision. During summer turnover seasons, may direct a make ready crew of in-house personnel in order to complete the preparation of residences for incoming Tri-Missions families or oversee local contractor work.

- c. Available Guidelines:
FAM, FAH, ICASS/USS Service Standards, post/section SOPs, OBO Facility Management Handbook, Austrian building codes and standards.

- d. Exercise of Judgment:

Exercise of reasonable occupational judgement is required at all times. Works independently in accomplishing many minor maintenance jobs as they develop or are identified.

- e. Authority to Make Commitments:
Petty cash purchases or emergency materials and supplies up to the \$500 limit. Authorized to purchase items against approved purchase orders from local suppliers for maintenance supplies and materials.

- f. Nature, Level, and Purpose of Contacts:
Working level contacts to include Tri-Missions staff, local contractors and suppliers on behalf of the FM Section for the purpose of coordinating, scheduling and overseeing in-house or outsourced services.

- g. Time Required to Reach Full Performance Level:
Six (6) months.