U.S. Department of State

Attachment "C"

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number
Belmopan, Belize	Department of State	310901100163

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)_____ (Series)_____ (Grade)_____

☐ b. New Position

☒ c. Other (explain) New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RHRO	Maintenance Mechanic (HVAC) FSN-1210-05	05		8/4/2008
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee Vacant
8. Office/Section Facilities Maintenance Section	a. First Subdivision Management Section
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Vacant

Printed Name of Employee

Signature of Employee _____ Date(mm-dd-yyyy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

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.

Printed Name of Section Chief or Agency Head

Signature of Section Chief or 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 appropriate 3 FAH-2 standards.

Printed Name of Management or Human Resources Officer

Signature of Management or Human Resources Officer _____ Date(mm-dd-yyyy) _____

13. Basic Function Of Position

Incumbent performs hands-on repair of and preventative maintenance on a variety of Heating, Ventilation, Air Conditioning, Refrigeration and Electrical Systems. This includes diagnosing, adjusting, repairing and re-programming of these systems.

14. Major Duties And Responsibilities _____ % of Time

See attachment. (Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of primary school is required.

b. Prior Work Experience

Two years practical experience working on air conditioning and refrigeration equipment are required.

c. Post Entry Training

General in-house training on U.S. Government owned property and safety awareness seminars. On-line air conditioning, refrigeration, electrical and industrial safety courses. Completion of York Chiller and Basic Building Automation System training.

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

Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Full journeyman level knowledge of practices and procedures in air conditioning, refrigeration and the electrical trade is required.

f. Skills and Abilities

Knowledge of accepted trade practices and safety procedures as well as being familiar with air conditioning, refrigeration and electrical codes is required. Ability to diagnose HVAC and refrigeration problems utilizing state of the art test equipment in conjunction with manufacturer's manuals is required. Basic computer skills (MS Word, Excel, Outlook and Internet Explorer) is required. A valid Belize Refrigeration and Air Conditioning Technician's license or other equivalent/accepted international license with regard to Ozone Depleting Substances (OSDs) is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the HVAC/Electrical Foreman. May also receive instructions from the FSN Facility Manager, FS Facility Manager and/ or the Management Officer.

b. Supervision Exercised None.

c. Available Guidelines

Guidelines are provided by established trade practices, agency/equipment technical manuals, manufacturer's instructions, catalogs and the internet.

d. Exercise of Judgment

Incumbent is expected to exercise good judgment when fine tuning equipment.

e. Authority To Make Commitments None.

f. Nature, Level, and Purpose of Contacts

The majority of the incumbent's personal contact is with colleagues and other maintenance personnel. Incumbent may explain proper operation and maintenance of equipment and appliances to users. Additionally, incumbent may contact vendors for availability of supplies.

g. Time Expected to Reach Full Performance Level

One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

Repair and Maintenance of HVAC Systems **80% OF THE TIME**

Incumbent diagnosis, disassembles, adjusts, programs, re-programs, repairs, installs and replaces defective parts and components on all facility HVAC equipment and systems such as two 267 tons and one 60 tons York Chillers, circulating cooling water pumps and piping systems, York Air Handling units including HEPA and HEGA air filtration systems, Central Air and Fan Coil Units, Exhaust Air and Pressurization systems, Variable Air Volume Boxes and Controllers and other refrigeration equipment such as coolers, freezers, ice machines, and refrigerators. Incumbent performs regularly scheduled, comprehensive maintenance on all facility HVAC and refrigeration equipment and systems as required by OBO WOW system. Incumbent is required to comply with and meet the "Uniform Performance Standard" targets and other relevant productivity targets as set by management.

Incumbent is required to monitor stock level and advise the HVAC/Electrical Foreman what spares are required to maintain adequate stock levels. Also, the incumbent is responsible for reporting usage of all spares on work orders and keeping the HVAC/Electrical Foreman updated on the status of all work assignments.

In the event that the incumbent is unable to perform highly skilled repairs or maintenance on the HVAC system, he shall immediately inform his supervisor and may provide assistance in making arrangements for a contractor to do the repair work.

Incumbent may be required to assist other skilled mechanics and technicians, on an as needed basis.

Other Duties **15% OF THE TIME**

Incumbent maintains appropriate inventory records of all HVAC tools, working closely with the warehouse staff and the direct supervisor.

Incumbent may be required to perform unscheduled emergency repair or emergency maintenance work on the HVAC system as needed. Incumbent may also be required to assist other technicians in performing other unscheduled emergency repair work as needed.

Incumbent is required to perform casual labor or other administrative duties as may be required by the General Service Office or Facility Maintenance Section, such as trash collection, installation of storm shutters, general cleaning and setting-up for various embassy events.

Incumbent may be required to perform any other duties which may be assigned.

Designated Money Holder **5% OF THE TIME**

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.