



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <b>Belmopan, Belize</b>	2. Agency <b>Department of State</b>	3a. Position Number <b>310901100057</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. 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 <b>RHRO</b>	<b>Maintenance Mechanic (Electrical) FSN-1210-05</b>	<b>05</b>		<b>08/04/2008</b>
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) <b>N/A</b>	7. Name of Employee
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8. Office/Section <b>Facilities Maintenance Section</b>	a. First Subdivision <b>Management Office</b>
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.

\_\_\_\_\_

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 is responsible for performing hands-on repair of and preventative maintenance on all electrical equipment and systems. This includes diagnosing, adjusting, installing, repairing and re-programming of these systems.**

14. Major Duties and Responsibilities \_\_\_\_\_ % of Time  
(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of primary school is required.

b. Prior Work Experience

Two years journeyman level experience in the installation, maintenance and repair of electrical systems is required.

c. Post Entry Training

General in-house training on U.S. Government owned property and safety awareness seminars. On-line electrical and industrial safety courses. Completion of SIMOSEC and WL switchgear, 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 knowledge of practices and procedures in electrical trade is required.

f. Skills and Abilities

Knowledge of accepted electrical trade practices and safety procedures, as well as being familiar with electrical codes is required. Ability to diagnose problems utilizing state of the art test equipment in conjunction with manufacturer's manuals is required. Is required to obtain an Electrical Technician's license or certification from the Belize Public Utilities Commission and/or CARILEC (Caribbean Electric Utility Service Corporation) or possess a license or certification based on the United States National Electrical Code (NEC) or equivalent North American Standards. A valid Belize wireman's license 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 Electrical Supervisor. Incumbent may also receive instructions from the FSN Facility Manager, FS Facility Manager and/ or the Management Officer.

b. Supervision Exercised

None. However, incumbent may also be assigned to work along with other Facilities Maintenance staff on an as-needed basis.

c. Available Guidelines

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

d. Exercise of Judgment

Incumbent must 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 (Continue)**

### **Repair and Maintenance of Electrical Equipment and Systems**

**80% OF THE TIME**

Incumbent performs regularly scheduled and comprehensive maintenance on all facility electrical equipment and systems as required by the OBO WOW system. Incumbent is required to comply with and meet the "Uniform Performance Standard" targets and other relevant productivity targets that are set by management.

Incumbent diagnoses, disassembles, adjusts, programs, re-programs, repairs, installs and replaces defective parts or components on all facility electrical equipment and systems such as low and medium voltage switchgears, 1500 KVA mains transformer, automatic voltage regulator, Motor Control Centers, interior and exterior lighting systems and controllers, switchgear battery systems and a variety of electrical control and power distribution panels.

Incumbent is required to monitor stock level and advise the Electrical Supervisor 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 Electrical Supervisor 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 electrical equipment and systems, 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.

### **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.

### **Other Duties**

**15% OF THE TIME**

Incumbent maintains appropriate inventory records of all electrical 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 electrical equipment and systems 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 Facility Maintenance Section, such as trash collection, installation of storm shutters, general cleaning and setting-up for various embassy events.

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 incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.