

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Gaborone	2. AGENCY State	3a. POSITION NO. C52639
----------------------------	---------------------------	-----------------------------------

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 No. _____, _____ (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	Air Conditioning Mechanic, FSN-1210	4ERR		03/22/2004
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Air- Conditioning Mechanic	7. NAME OF EMPLOYEE
--	----------------------------

8. OFFICE/SECTION Administrative	a. First Subdivision General Services Office
--	---

b. Second Subdivision Facilities Maintenance Office	c. Third Subdivision
--	----------------------

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Supervisor Date(mm-dd-yyyy)</p>
--	---

<p>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.</p> <p>_____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy)</p>	<p>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.</p> <p>_____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yyyy)</p>
---	---

13. BASIC FUNCTION OF POSITION
Operation and inspection of water chiller plant, installation, maintenance and repair of electric refrigeration and air-conditioning equipment and systems.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**
Operates and inspect refrigeration water chiller plants and fan coil units critical to the climate control of embassy buildings. Performs skilled journeyman level refrigeration and air-conditioning mechanic work involved in the installation, maintenance and repair of electric powered refrigeration and air-conditioning equipment and systems of all types including but not limited to, industrial and residential refrigerators and freezers, cold storage equipment, humidifiers, water cooler, ice-maker, and air-conditioning systems, Examiners equipment to make diagnostic tests to determine the nature and extent of work necessary. Disassembles equipment and adjusts, repairs, or replaces defective parts or components to correct malfunctioning motors, compressors, cooling units, condensers, valves, relays, switches, pipes and other controls, using hand tools such as

screwdrivers, wrenches, pliers, welding, soldering and cutting equipment as well as electrical test instruments, and gas pressure testing, condition in and filling gauges and pumps. Periodically inspects, test, cleans and services equipment. May drive motor vehicle to transport equipment, tools and materials to and from job sites. May direct the work of other journeyman trade-helpers and laborers. Is required to keep records of parts inventories, order equipment, tool, materials relevant to performing A/C mechanic task

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of secondary school and National Craft Certificate (NCC) in Refrigeration and Air-conditioning is required.
- b. Prior Work Experience:
Three to five years experience is required
- c. Post Entry Training:
none
- d. Language Proficiency: List both English and host country language(s) by level and specialization:
Level 3 English ability (good working knowledge) is required.
- e. Job Knowledges:
Must have full journeyman mechanic knowledge of established practices and procedures for the A/C Mechanic trade
- f. Skills and Abilities:
Must be able to use all tools of trade, and is required to have a valid local driver's license

16. POSITION ELEMENTS

- a. Supervision Received: Works under the direct supervision of the OBO Facilities Maintenance Supervisor and or FSN Maintenance Supervisor
- b. Supervision Exercised:
May direct the work of trades Helper.
- c. Available Guidelines: Manufactures technical manuals and accepted trade practice
- d. Exercise of Judgment: Responsible for organizing own work and understanding the importance of proper time management. A high degree of judgment is employed in determining the need for work, estimating costs and evaluating the quality of work performed.
- e. Authority to Make Commitments:
None.
- f. Nature, Level and Purpose of Contacts:
Must be able to represent the American Embassy when establishing professional relationship with local contractors and vendors to insure good working atmosphere.
- g. Time Expected to Reach Full Performance Level:
One year.

DS-298 (Formerly OF-298)
08-2003