

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. C 52634
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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 No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	Facilities Foreman- (HVAC) - 1210	7	CJF III	
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
American Embassy Gaborone

a. First Subdivision
Management

b. Second Subdivision
Facilities Maintenance

c. Third Subdivision
HVAC Section

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

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

Typed Name and Signature of Employee Date(mm-dd-yyyy)

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.

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.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

The incumbent will supervise 3 HVAC technicians in the FMS HVAC Section. In addition to these supervisory responsibilities the incumbent will also perform HVAC work. HVAC work includes the maintenance and repair of all air conditioning and heating systems in the Chancery, its annexes, and the approximately 50 residences in the Mission's housing pool.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

AIR CONDITIONING / HEATING & SUPERVISION OF HVAC TECHNICIANS (80%) OF TIME

The Supervisory HVAC Technician supervises 3 HVAC Technicians and will oversee all air conditioning and heating system installation, repair and maintenance, in both USG offices and residences, to ensure that ACs and heaters work properly. The Supervisory HVAC Technician will provide on-the-job training for AC and heater technicians to ensure their knowledge and skills are sufficient to complete their tasks.

- a. Supervise and coordinate activities of all tradesmen in his team engaged in installation, maintenance and repair work throughout the embassy's office buildings residences and grounds.
- b. Supervise employees in accordance with the Department of State's performance management system, which includes annual performance evaluations, informal counseling, formal written counseling, performance improvement plans, nominations for awards, and recommendations to the Human Resources office for discipline or separation, when necessary.
- c. Perform air conditioning work, alongside other air conditioning specialists.
- d. Ensure that all installation, maintenance and repair work in and on all Office buildings, residences and grounds is done to specification
- e. Maintain all records as concerns work assignments relevant to the eService computer application system.
- f. Interprets blue prints, building plans, manufacturers' specifications and instructions and job orders, to workers, and assigns duties and escort all trades on his team to job sites.
- g. Study work schedules and estimate man-hour requirements for completion of job assignment.
- h. Interpret security regulations to workers and enforce adherence to safety regulations.
- i. Establish or adjust work procedures to meet work schedules.
- j. Check for the proper completion of all jobs and refuses work if not finished according to specification.
- k. Ensure that preventive maintenance schedules are adhered to if possible. Only deviate under specific consent of the FMM through his supervisor.
- l. Recommend measures to improve work methods, equipment performance, and quality of service.
- m. Suggest changes in working conditions and use of equipment to increase efficiency of work crew.
- n. Analyze and resolve work problems, or assists workers in solving work problems.
- o. Initiate or suggest plans to motivate workers to achieve work goals.
- p. Prepare material estimates
- q. Confer with supervisors and other foremen to coordinate activities of various maintenance trades on job sites.
- r. Report machine and equipment malfunctions to Maintenance supervisor.
- s. Work alongside with U.S. and local employees, as well as with contractors.
- t. Possess a valid driver's license

SPECIAL PROJECTS (20%) OF TIME

Special projects may include, but are not limited to: development and implementation of standard operating procedures to ensure the most efficient and effective delivery of services; take contracting officer's representative (COTR) course and obtain COTR certification; oversee construction projects as the COTR; taking FSI courses, to include supervision; oversee rehabilitation of air conditioning systems; design scopes of work of special maintenance and repair projects; follow up and support FMS sub-section supervisors with sub-section specific projects, and assist the FMS with other tasks and projects as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of Secondary School education. Formal technical training in air conditioning at a recognized institution
- b. **Prior Work Experience:** Three years related work experience in air conditioning including one year supervisory experience.
- c. **Post Entry Training:** On the job. FSI Contracting Officer Representative Course, relevant courses to stay abreast of current trends in the HVAC trade, Department of State leadership training for supervisors.
- d. **Language Proficiency:** List both English and host country language(s) by level and specialization: Level IV ability in English. Level IV ability in Setswana.
- e. **Job Knowledges:** Excellent working knowledge of air conditioning and heating systems, local codes and standards.
- f. **Skills and Abilities:** Ability to manage a work force, develop and manage projects, devise work schedules, write technical reports, and provide technical supervision to assure an effective maintenance program. Must be computer literate with experience working with Microsoft Word, Excel, and the Internet. Valid driver's license with a clean record. May be required to drive vehicles.

16. POSITION ELEMENTS

- a. **Supervision Received:** Directly supervised by the LES Facilities Engineer.
- b. **Supervision Exercised:** Will supervise 3 LE Staff HVAC technicians.
- c. **Available Guidelines:** Local Botswana building codes and standards. OBO/FMM guidelines on safe practices and safe use of equipment and chemicals in the workplace. SHEM guidelines on office and residential safety standards. OBO/FIRE guidelines on fire safety.
- d. **Exercise of Judgment:** Excellent judgment in carrying out the responsibilities of the position and working with American and LES colleagues is required. This position will require extensive professional, independent judgment with little to no supervision.
- e. **Authority to Make Commitments:** Limited, only in consultation with American facilities maintenance officer.
- f. **Nature, Level and Purpose of Contacts:** Primary contacts include vendors, contractors, and direct-hire personnel at agencies serviced by the Facilities Maintenance Section, local country officials and utility company representatives
- g. **Time Expected to Reach Full Performance Level:** One year

