

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Gaborone	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> C52632
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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 - Plumbing - 1210	7	CJF III	
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> American Embassy Gaborone	a. First Subdivision Management
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b. Second Subdivision Facilities Maintenance	c. Third Subdivision Plumbing Section
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
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\_\_\_\_\_  
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.**

\_\_\_\_\_  
Typed Name and 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.**

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

### **13. BASIC FUNCTION OF POSITION**

The incumbent will supervise 3 plumbers in the FMS plumbing section. Plumbing work will include the maintenance and repair of all plumbing systems in the chancery, its annexes, and approximately 50 residences in the housing pool. In addition to supervisory responsibilities the incumbent will also perform plumbing work.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **PLUMBING AND SUPERVISION OF PLUMBING STAFF (80%) of time**

The plumbing supervisor will oversee all plumbing work performed by LES plumbers and ensure that job orders are completed correctly and in such a way as to be long-lasting and durable. The plumbing foreman will also perform plumbing work. The plumbing foreman will provide on-the-job training for plumbers to ensure their knowledge and skills are sufficient to complete their assigned tasks.

- a. Supervise and coordinate activities of all plumbers in the Facilities Maintenance section. Oversee work on plumbing installation, plumbing maintenance and plumbing repair work throughout the embassy's office buildings, residences and grounds.
- b. Supervise employees in accordance 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 separation, when necessary.
- c. Perform plumbing installations, maintenance and repairs throughout the embassy's office buildings, residences and grounds.
- 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 eServices computer application.
- f. Interpret blue prints, building plans, manufacturers' specifications and instructions and job orders, to workers, and assign duties and escorts to all trades on his team to job sites.
- g. Study work schedules and estimates man-hour requirements for completion of job assignment.
- h. Interpret and adhere to security regulations to workers and enforces adherence to safety regulations.
- i. Establish or adjust work procedures to meet work schedules.
- j. Check for the proper completion of all jobs and reject work if not finished according to specification.
- k. Ensure that preventive maintenance schedules are adhered to if possible, only deviating under specific consent of the FMM through his supervisor.
- l. Recommend measures to improve work methods, equipment performance, and quality of service.
- m. Recommend changes in working conditions and use of equipment to increase efficiency of work crew.
- n. Analyzes and resolve work problems, or assists workers in solving work problems.
- o. Initiate or recommend 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 along with U.S., local employees, and contractors.

#### **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 (COTAR) training and obtain COTAR certification; taking classes at FSI in how to supervise; oversee construction projects as the COTAR; oversee rehabilitation of plumbing systems; design scopes of work of special maintenance and repair projects; re-engineer waste water systems to ensure proper drainage from chancery; 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 the plumbing trade at a recognized institution.
- b. **Prior Work Experience:** Three years of plumbing and one year of supervisory experience.
- c. **Post Entry Training:** On the job. Contracting Officers Representative Course and other courses related to contracting and plumbing.
- 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 Knowledge:** Excellent working knowledge of plumbing, and U.S. and local codes and standards related to plumbing.
- f. **Skills and Abilities:** Ability to manage a plumbing work force, develop and manage projects, devise work schedules, write technical reports, and provide technical supervision to assure an effective plumbing program. Must be computer literate, with experience working with Microsoft Word, Excel, and the Internet. Valid driver's license with a clean record is required. May be required to drive vehicles.

## **16. POSITION ELEMENTS**

- a. **Supervision Received:** Directly supervised by the LES Engineer in the Facilities Maintenance section.
- b. **Supervision Exercised:** Will supervise three subordinates in the Facilities Maintenance plumbing section.
- 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, 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 office.
- g.
- h. **Time Expected to Reach Full Performance Level:** One year.
