



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Gaborone, Botswana		2. AGENCY CDC		3a. POSITION NO. CDC-100
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Maintenance Mechanic	Maintenance Mechanic, FSN-1210	6		
b. Other FSN-1210	FSN-1210			
c. Proposed by Initiating Office				
6. POST TITLE OF POSITION (If different from official title) Maintenance Mechanic		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION Centers for Disease Control and Prevention		a. First Subdivision		
b. Second Subdivision CDC/BOTUSA Project-Gaborone		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of 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 Admin or Human Resources Officer Date (mm-dd-yyyy)		

13. BASIC FUNCTION OF POSITION

Incumbent is directly responsible to the Facilities Manager, he/she performs full journeyman mechanical level work in one or more of the recognized "building trades" occupations, including but not limited to carpenter, electrician, mason, painter, pipe-fitter, plumber, and welder. Receives oral or instructions or written work order concerning work to be done, and proceeds to accomplish the necessary maintenance, repair, or installation of equipment, wiring, piping, structures, and equipment in accordance with established trade practices and methods. Works from blueprints or schematic drawings as necessary. May direct and provide guidance to the work completed by Trades Helpers and contractors. May drive a light truck to transport tools, equipment and materials. Maintenance Mechanic should have a general working level knowledge of plumbing systems and fixtures in residential facilities and have the capability to plan, install and service plumbing systems, fixtures, piping equipment and controls. Incumbent performs general repair work as required in maintenance, repairs, additions and alterations of building structures and equipment. Incumbent also serves as liaison with local vendors of maintenance services, and works with the Facilities Manager to prioritize, schedule and coordinate all services provided by CDC-Botswana or the Facilities Unit. Incumbent also manages the schedule of preventive maintenance to be performed on CDC-Botswana facilities and performs quality assurance/quality control functions for all work completed. May performs some arduous physical labor work, using hand tools like shovels, rakes, hammers, and some power tools, etc. Cleans working area upon completion of tasks, to prevent accident. May be required to drive self or other workers to various work locations. Observes all safety work habits or rules and encourages others to do likewise. Performs other duties as assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

80%

Works inside and outside, alone, or as a member of a labor team - performing work that primarily requires physical effort in electrical, plumbing, carpentry, painting, and general maintenance work. Performs maintenance on buildings, assists with lighting fixtures, basic electrical work, plumbing, some carpentry and construction that does not require a license, installation of machinery or physical objects, window and door installation or repair, work, fencing, heating and air condition work, etc. Various kinds of maintenance mechanic duties include but are not limited to the following: maintenance on buildings, assists with lighting fixtures, basic electrical work, plumbing, carpentry and construction that does not require a license, installation of machinery or physical objects, window and door installation or repair, fencing, heating and air condition work, lifting, carrying and moving light to heavy objects from place to place, moving supplies, furniture or equipment, hanging pictures, loading or unloading and placing items in appropriate storage areas, and keeping work area clean and neat. May be detailed to work in any section that has need of labor assistance.

10%

Escorts and performs quality assurance/quality control on Trades Helpers and contractors who may be providing services or repairs on CDC-Botswana grounds.

10%

Other duties as assigned to contribute to the smooth working environment at CDC Botswana.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of junior secondary school. Must possess Botswana Training and Education Program (BTEP) certificate - Building Studies, or equivalent vocational training.

b. Prior Work Experience:

Five years of progressively responsible work managing a maintenance/repair operation. Prefer completion of vocational training or apprenticeship recognized as producing journeyman mechanic skills, or equivalent experience is desired.

c. Post Entry Training:

Must be able to read English. Must have a valid Botswana driver's license appropriate to the type of vehicle operated

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

Level 3 English and Setswana

d. Job Knowledges:

Must have a basic knowledge of facility and equipment maintenance procedures relating to plumbing, electrical, and carpentry. Understands janitorial practices, grounds maintenance, and lifting procedures. Must have knowledge of the proper use, and routine operator maintenance of, hand tools and equipment. Will need to understand safety principles for carrying out all maintenance work. Understand preventive maintenance principles for equipment and facilities.

e. Skills and Abilities:

Must have the ability to safely lift 25 kilos. Ability to understand common signs and read general instructions, follow oral instructions, work safely, lift and move light- to medium-weight objects. Must be able to perform basic maintenance mechanic jobs such as repairing lights and switches, changing locks, performing basic electrical diagnostics, and plumbing, paint and trim work. Must be able to safely use industrial cleaners (typically used in households) and proper use basic tools and equipment. Must be able to use and work with common tools of the trade. Must be able to perform arduous physical labor. Must have the ability to meet short deadlines. Must be able to operate a personal computer using the Microsoft Windows operating system and software (Excel, Word, Outlook). Ability to compose, send, receive and track Emails and electronic documentation.

16. POSITION ELEMENTS:

a. Supervision Received:

Supervision is received from Facility Manager. Should be able to do skilled and semi-skilled work in a variety of trades with little to no supervision.

b. Supervision Exercised:

Limited on Trades Helpers and contractors working on BOTUSA property

c. Available Guidelines:

BOTUSA Policy and Procedures, supervisory instructions, and basic safety procedures

d. Exercise of Judgement:

Should alert supervisor of situations that might be safety concerns for BOTUSA employees or guests or endanger or damage government property. Should be able to select the most appropriate tool to accomplish a task.

e. Authority to Make Commitments:

N/A

f. Nature, Level, and Purpose of Contacts:

N/A

g. Time Expected to Reach Full Performance Level:

6 Months