

POSITION: UTILITIES EQUIPMENT OPERATOR

BASIC FUNCTION OF POSITION

Performs appliances repair works of U.S. Government and agencies owned appliances from GSO Furniture Pool that to be satisfied and safety for all Embassy employees.

MAJOR DUTIES AND RESPONSIBILITIES

Performs repairs on all Furniture Pool major appliances, such as washers, dryers, refrigerators, electric ranges, vacuum cleaners, microwaves and other appliances. Diagnoses appliances to find fail parts and fixes or replaces as required. Specific tasks include identifying causes of failure researching replacement parts required and repairing items for return to stock. Maintains and orders for stock replacement parts for all appliances. Receives stores and controls the use and disposal of used parts. Maintain current professional knowledge about appliances and appliance features. Maintain professional ability to learn repair procedures and techniques for additional types of electrical and mechanical appliances as needed...65%

Set up audio/video and satellites system for residential houses as required. Maintain all satellites system operation and repair them as needed. Receive the AFN decoders from GSO and update the access license. Operate the FM tools room/ store room and control tools inventory by issuing and receiving tools (maintain an update the tools inventory). Service/ maintain the tools both electric and battery operated (drills, pumps, saws, etc)... 30%

Assist in setting up of control rooms, Public address system, and other electronic system for special event....5%