

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
---	---	---------------------

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 Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Engineer/ Architect; FSN-1105	11		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">N/A</p>	7. Name of Employee
---	---------------------

8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Administration Section</p>
b. Second Subdivision <p style="text-align: center;">Facilities Maintenance Section</p>	c. Third Subdivision <p style="text-align: center;">General Services Section</p>

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 Admin or Human Resources                      Date (mm-dd-yyyy)

13. Basic Function Of Position

As a construction Engineer/ Architect, incumbent provides expertise ( project coordination, construction design, site supervision and contract administration) on the construction, alteration, maintenance and major repairs of the Embassy and associated agency buildings, facilities and equipment.

14. Major Duties and Responsibilities

100 % of Time  
60%

On the basis of the outlines and priorities set by the Facilities Maintenance Manager , prepares project scope of work and evaluations, planning proposals, construction designs, shop drawings and specific working drawings as well as technical descriptions, bill of quantities, material schedules and cost estimates for construction, alterations, major maintenance and repair projects.

Reviews engineering plans, bills of materials, cost and work schedules for compliance with approved engineering principles and practices. Analyses contractor bids and make comments and recommendations as to reliability and capability, accuracy and technical adequacy.

(Continue on blank sheet) (See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

University degree (Bachelor or equivalent) in building , construction, civil or electrical engineering is required.

b. Prior Work Experience

Minimum of four years of professional experience with a reputable firm in engineering and maintenance area.

c. Post Entry Training

N/A

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

Level IV (Fluency) Speaking/ Reading/Writing in both English and French is required.

e. Job Knowledge

Must have a thorough professional knowledge of engineering fields, building and construction practices and a good knowledge of local building and construction codes.

f. Skills and Abilities

Must have skills in public speaking, counselling, interviewing, negotiating, report writing and stress management. Must have a professional engineers licence or appropriate credentials. Must be able to prepare written reports in both English and French. Must have a valid local driver's licence. Basic typing (25 WPM) and computer soft ware applications (WORD, EXCEL, POWERPOINT, AUTOCAD and/or other architectural/engineering software.

16. Position Element

a. Supervision Received

Direct supervision from Facilities Maintenance Specialist / Facilities manager and Supervisory GSO.

b. Supervision Exercised

Direct the operations of the FMS engineering / special projects division. Will oversee the performance of contractors performing contract work for the US Mission, Abidjan. Directs all maintenance operations at the NEC and at all post residences and offices.

c. Available Guidelines

6 FAM, GSO Handbook, AID 23 Handbook, Preventive Maintenance Hanbdblbooks, OBO Facilities Maintenance manual, Global Maintenance reports, Energy assessment and Life Safety reports, NEC as-built drawings and specifications , NEC equipment manuals.

d. Exercise of Judgment

A high degree of professional judgement is required to apply engineering guidelines correctly.

e. Authority to Make Commitments

No authority to commit US government to any contractual agreement.

f. Nature, Level, and Purpose of Contacts

High level contact with local authorities concerning local building regulations. Must have a considerable skill in dealing with people at all levels.

g. Time Expected to Reach Full Performance Level

Immediate.

### **Addendum 1**

Conducts field inspections in order to supervise progress on site and compliance with contract specifications for assigned construction projects. Main duties in the supervision lie in the execution of all services according to the terms and conditions of contract and approvals while ensuring that contractors comply with post safety and security requirements. Taking measurements of quantities together with the construction firms and acceptance of services with all other parties technically involved in the planning, supervision and determining of deficiencies in assigned projects. Checking of invoices for accuracy and compliance with contract terms and determining of costs according to local and /or American standards or public laws. Handing over completed projects including analyses and submittal of necessary guarantee periods and correction of deficiencies. Supervising every phase of assigned projects to meet schedules, completion deadlines and prevent conflicts and waste.

#### 30% of Time

2. Maintains the project log, corrects and keeps up-to-date drawings for assigned projects. Prepares surveys for major maintenance and rehabilitation projects. Inspects materials, technique and workmanship, prevents substitution of specified materials or incorporation of standard practices of workmanship, reports any deviation to the Facilities Manager and Supervisory General Services Officer. Performs architectural duties as assigned by the Facilities Manager or Supervisory General Services Officer. Negotiates with related agencies to prepare proposals and sketches for construction work. Handles minor construction work independently with in house staff. Prepares interior planning, detailed specifications, project updates and correct drawings to reflect approved change orders. Maintains contact with public utility organizations and local government authorities on government owned or leased buildings or . Prepares reports on the engineering aspect of building operations, repairs and maintenance. Performs complex drafting work. On the basis of general information, prepares detailed working drawings and specification for construction and alteration projects. Maintains files of engineering drawings and specifications for government owned or leased property and updates or reworks them in connection with maintenance, repairs or alteration operations. May make surveys or inspection of government owned or leased property to determine condition

#### 10% of Time

3. Advises the Facilities Manager and Supervisory General Services Officer concerning annual budget, the purchase of major equipment or machinery, status of major projects and the advantages and disadvantages of contracting out versus in-house performance of specific maintenance and repair operations. Participate in the negotiation of maintenance contracts, serves as the mission's Contracting Officer's Technical Representative (COTR) in assess of facilities maintenance, construction, renovation and repairs as the need arise. Prepares reports on various aspects of maintenance program. Prioritizes, approves and translates work orders. Organizes various cross training among FMS trades so personnel may provide more assistance when they are short staffed. Assists the Facility Manager at various post functions and performs all Non CAA FMS functions while FMS is away from post.