



### 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;">HHS/CDC COTE D'IVOIRE</p>	3a. Position Number
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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 Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

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

c. Other (explain) Change in Duties

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Facilities Maintenance Operating Supervisor; FSN-1205	8		
b. Other				
c. Proposed by Initiating Office	Facilities Manager			

6. Post Title Position (If different from official title) <p style="text-align: center;">Facilities Manager</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Cote d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">CDC/GAP/PEPFAR</p>
b. Second Subdivision	c. Third Subdivision

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.
<hr/> Typed Name and Signature of Employee                      Date (mm-dd-yyyy)	<hr/> 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.
<hr/> Typed Name and Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)	<hr/> Typed Name and Signature of Admin or Human Resources                      Date (mm-dd-yyyy)

13. Basic Function Of Position

Perform different types of administrative duties involving facility maintenance repair and maintenance; supervise laboratory maintenance and repairs activities; perform all security activities in accordance with the limits of his responsibilities.

14. Major Duties and Responsibilities 100 % of Time

Supervises the operations of CDC/PEPFAR occupied buildings and associated equipment. Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees. Serves as liaison to office occupants, identifies and resolves current and potential maintenance problems. Liaise also with NEC facilities supervisor for the maintenance of the residences or other partner's facilities supervisor for renovation and construction activities. Manage and enforces regulations for the use of general building facilities such as conference rooms, cafeterias, and restrooms and the use of office facilities during non-working hours. Maintains records, prepares reports, and composes correspondence relative to the work. Recommends, directs and enforces management policies and procedures to ensure proper use of the facilities. Plans, organizes, directs and controls work activity of the facilities management area as prescribed. (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of high school certificate plus certificate of completion of courses required to perform maintenance and repair works.

b. Prior Work Experience

Three years of progressively responsible experience in facilities management.

c. Post Entry Training

Orientation to CDC/HIV Project and American Embassy.  
On-the-job training using relevant computer software.

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

Level IV (fluent) French and level III (working knowledge) English.

e. Job Knowledge

Knowledge of the standard methods, practices, tools, and equipment of the facilities management service, policies and procedures, facilities management techniques, custodial and maintenance techniques, occupational hazards, and safety rules and regulations. Knowledge of personnel policies and procedures, and supervisory techniques, equal employment praces and the basic practices of

f. Skills and Abilities

Ability to operate and maintain tools and equipment of the custodial service. Ability to plan, develop and monitor work schedules to ensure efficient use of personnel, to solve problems on an immediate basis, to identify and solve administrative problems, to enforce security regulations, and to train and supervise lower-level employees.

16. Position Element

a. Supervision Received

Regular supervision from Operations Coordinator and Deputy Director of Operations.

b. Supervision Exercised

Regular supervision of custodians. Supervises 4 janitors, 2 gardeners, and 1 electrician.

c. Available Guidelines

Available US Government rules and regulations in various handbooks and Embassy guidelines.

d. Exercise of Judgment

Must exercise good judgment in carrying out assigned duties.  
Must use good judgment in making routine decisions as Supervisor.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

American Embassy and CDC/HIV Project personnel, private contractors.

g. Time Expected to Reach Full Performance Level

One month.

**Addendum 1**

by professional standards; recommend and revise work procedures to meet service needs. Conducts inspections to ensure that assigned facilities are properly maintained. Coordinates, assigns and maintains work schedules and assignments for custodial and contractors to ensure adequate coverage of designated work areas.

Initiates, coordinates and reports all maintenance tasks and procedures necessary to keep the offices of Projet RETRO-CI in good working condition. Incumbent works with staff to identify needs, prepares work orders, locates contractors/service provider, seeks proformas, assists procurement section in negotiating costs of fees and services, oversees work performed, facilitates reception of completed work and payment of services provider.

Incumbent follows up all maintenance work by using database to register all breakdowns at the project constantly checking all equipment to be repaired. Establish building maintenance schedules for contractor's activities such as carpentry, electrical, masonry, painting, and plumbing. Monitors activities of contractors. Inspects and evaluates facility construction and renovation projects. Estimates cost of materials and labor. Interprets drawings in compliance with applicable building, health, safety, fire and environmental codes and regulations; initiates required corrective action. 20%

Assists motor pool supervisor in his assigned activities. 10%

Assists subordinate employees with work regulations, cleaning methods, use of equipment, safety practices. Composes correspondence, keeps records, prepares reports and materials. 10%

Serves as unit security responsible at CDC, working close with the Official guards. Serve as liaison to RSO, identify and resolve current and potential security problems. 15%