

## 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
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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) New ICASS position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CARPENTER-FSN-1210	4		
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
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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;">ADMINISTRATIVE SECTION</p>
b. Second Subdivision <p style="text-align: center;">FACILITIES MAINTENANCE SECTION</p>	c. Third Subdivision <p style="text-align: center;">FACILITIES MAINTENANCE 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

Performs all duties and assignments concerning carpentry and joinery within the mission.

14. Major Duties and Responsibilities 100 % of Time

Performs various types of carpentry and joinery duties to include; the making and repair of windows, doors, window and door frames, furniture, cabinets, shelves, bookcase, shipping crates, picture frame for offices and residences. Also undertakes the construction of field structures, framework for concreted works and the mounting of platforms and temporary structures for specific functions and special projects.

Provides support services to electricians and HVAC technicians at the Chancery building including installations of special hardware, fittings and fixtures. Undertakes minor electrical tasks like replacement of light bulbs, connecting appliances, etc. under the supervision of the electrical foreman.

Undertakes other duties assigned by the Facilities Manager.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

- a. Education  
Completion of elementary school with at least three years of apprenticeship in an approved carpentry and joinery workshop.
- b. Prior Work Experience  
Minimum of three years working in an approved carpentry workshop under a trained carpenter or working in the carpentry section of an approved construction firm. Alternately, a minimum of three years working as casual carpenter under GSO/ facilities maintenance section assigned to specific routine maintenance tasks and special projects.
- c. Post Entry Training  
None.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level I English (rudimentary) speaking and level II French (Limited) speaking and writing are required.
- e. Job Knowledge  
Comprehensive knowledge of all phases of carpentry and the joinery. General knowledge of other trades involved in building.
- f. Skills and Abilities  
Ability to work with wood processing machines and tools used in carpentry and joinery work. Ability to read and formulate plans and designs for specific projects. Must hold a valid Ivorian driver's licence.

16. Position Element

- a. Supervision Received  
Daily supervision from carpenter Foreman and occasional supervision from maintenance operating supervisor.
- b. Supervision Exercised  
Supervision of casual laborers assigned for specific tasks and projects.
- c. Available Guidelines  
Basic verbal instructions from carpenter Foreman and supervisor, work orders and FSN handbook.
- d. Exercise of Judgment  
Judgement in safe operation of machines and tools. Use of quality materials, planning of work to be accomplished, recommending types and quality of materials.
- e. Authority to Make Commitments  
None.
- f. Nature, Level, and Purpose of Contacts  
Daily contacts with supervisors and other LES, occasional contact with USG employees and spouses, local material vendors and utility companies.
- g. Time Expected to Reach Full Performance Level  
Three months.

**Addendum 1**