

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) Fill vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HVAC/ELECTRICIAN APPLIANCE TECHNICIAN- FSN-1015	5		
b. Other				
c. Proposed by Initiating Office				

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

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

Under the supervision of the maintenance mechanical foreman, performs routine checks, periodic maintenance and troubleshooting of all HVAC and other mechanical systems, equipments and appliances at the chancellery building and compound, offices and residences through routine work orders and scheduled preventive maintenance to ensure uninterrupted operation of the systems.

14. Major Duties and Responsibilities 70 % of Time

Performs routine and periodic checks on various mechanical equipments on the Embassy compound including water cooled chillers, mechanical pumps, air handling units, fan coil units, split A/C units, water supply boosters, water treatment plant, cooling tower, exhaust and smoke exhaust fans, walkin cooler, electric water cooler to ward off potential malfunctions and ensure optimal and uninterrupted operation of equipment and systems.

20% of Time

Maintains and repairs central, split and individual air conditioner units in offices and residences. Repairs washing machines, dryers, refrigerators, freezers, water heaters, dehumidifiers, gas stoves, ranges and other household appliances. (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Secondary school education required and vocational training in general electricity, electronic and refrigeration is required.

b. Prior Work Experience

Three years experience as an electrician with emphasis on refrigeration and air conditioners maintenance and repairs is required.

c. Post Entry Training

Modern trends in electricity and electronics as applied to facilities maintenance.

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

Level III French (good working knowledge) and level I English (rudimentary) are required.

e. Job Knowledge

Working knowledge of local building codes as applied to electrical installations. Working knowledge of US and French manufactured air conditioners and other household appliances.

f. Skills and Abilities

Be able to understand electrical circuit diagrams as applied to the appliances maintained and those to be installed and repaired. Ability to prepare circuit diagrams of completed electrical installations, ability to work independently in identifying faults and replacing faulty parts to appliances and submitting technical reports to maintenance foreman. Must hold a valid ivorian driving license. Ability to drive light trucks, vans and cars is required.

16. Position Element

a. Supervision Received

Daily supervision by maintenance operating supervisor and mechanical foreman. Periodic supervision by Maintenance supervisor and facilities manager.

b. Supervision Exercised

Supervision over maintenance contractors personnel and casual laborers assigned for the completion of specific projects. Supervision over temporary assigned FMS staff.

c. Available Guidelines

Basic verbal instructions from supervisors, work orders and FSN handbook, Ivorian building codes, maintenance guidelines, manuals, drawings and handbooks compiled by OBO and JA JONES construction engineers and technician, guidelines compiled by maintenance contractors and experts. OBO Building Handbook.

d. Exercise of Judgment

Considerable judgement is required when dealing with extensive electrical equipment and appliance installations, ensuring compliance with applicable codes.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contacts with USG employees, fellow LES, occasional contact with outside contractors and their technicians and visiting OBO experts and inspectors.

g. Time Expected to Reach Full Performance Level

Three months

Addendum 1

10 % of Time

Supports post activities including general functions, relocations, escorting and monitoring contractors on site, assisting other FMS shops as part of maintenance team and other special duties as assigned by the Facilities Manager.