



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) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Maintenance Supervisor (Resident)- FSN-1205			
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 <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte 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.
<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
 Employee supervises an assistant maintenance supervisor, a maintenance inspector, trades foremen and 30 skilled and semi-skilled employees including electricians, appliance repair technicians, carpenters, painters, masons, welders, plumbers, generator technicians, over 15 temporary workers in planning, prioritizing, scheduling and coordinating maintenance works in all post residential and non-residential facilities.

14. Major Duties and Responsibilities 50 % of Time

The maintenance supervisor schedules maintenance crew and provides on-site supervision. Supervises the activities of an Assistant maintenance Supervisor and works together with Maintenance foremen and 30 skilled and semi-skilled employees and temporary workers. plans small and medium sized projects, prepares work orders and requests price quotes and inspects materials for approval projects. Reviews and assesses preventive maintenance program for residences and offices. Provides after hours on-call emergency repairs for the mission. Recommends procurement of equipment material and supplies for maintenance, construction and repairs. Translates work orders. Recommends use of overtime and temporary workers. Evaluates employees under his supervision and develops organizational structure for the maintenance section.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

High school education and a minimum of three years of technical school training or vocational training producing journeyman skills in building or related trades with emphasis on electrical installation practice, generator installations, refrigeration and electronics required.

b. Prior Work Experience

Minimum of three years experience as journeyman electrician, mechanic, estimator and building inspector or an instructor in a technical institute with emphasis in not less than three trades in the construction industry including one year supervisory experience in progressively challenging work in the construction maintenance area supervising a multi-trade crew required.

c. Post Entry Training

On-the-job training of personnel supervised, management of minor construction projects and accountability of resources (time, people and equipment).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*). Level III (Good working knowledge) writing/speaking/reading in both English and French required.

Including skills in report writing and interviewing. Ability to communicate with Americans with limited French proficiency and different cultural experience.

e. Job Knowledge

Must a good knowledge of established practices in all trades in the construction industry, with a sound knowledge of local codes and technical regulations applicable to building and maintenance works in Code D' Ivoire. Familiarity with local available materials and labor of high quality at competitive prices. Technical knowledge of electrical installation technology, electronics, construction principles, project management and construction cost estimation.

f. Skills and Abilities

Demonstrate ability to organize and manage multi-trade programs. Should have a strong knowledge of electrical/electronic trade as applied in air conditioning and refrigeration, wiring of buildings and troubleshooting electrical household appliances. Must have a valid local driver's license. Basic typing (25WPM) and computer software applications (i.e. WORD, EXCEL, POWERPOINT).

16. Position Element

a. Supervision Received

Supervision received from Facilities Engineer/Architect and Facilities Manager.

b. Supervision Exercised

Supervises all routine and preventive maintenance works in all residences and offices. Oversees landlord's personnel and outside contractors' work for the US mission, Abidjan. Supervises all projects in the absence of the Engineer/Architect.

c. Available Guidelines

Preventive Maintenance Handbook, 6FAM, OBO Facilities Maintenance Manual, Global Maintenance report, Energy assessment and life and safety reports.

d. Exercise of Judgment

Exercises professional judgement in organizing, training for various trades without interruption of schedules and emergency work orders.

e. Authority to Make Commitments
None.

f. Nature, Level, and Purpose of Contacts

Contact with local authorities concerning local building regulations. Daily contact with American community members and Locally Employed Staff. Must have considerable skill in dealing with people at all levels.

g. Time Expected to Reach Full Performance Level

Immediate.

Addendum 1

20% of Time

Provides on-the-job training for the Facilities Maintenance foremen in accountability, quality control and time management. Develops cross-training opportunities for project planning, resource management and construction . Ensures that all foremen have the ability to drive pickup trucks, vans, forklifts and maintains appropriate driver's licences. Conducts formal classes for electricians in installation, wiring and repair of generators, low and medium tension electrical installations, high security doors, uninterrupted power supply (UPS) maintenance. Coordinates training with local specialists and vendors for maintenance staff.

30% of Time

Reviews installation, maintenance and repair of variety of heavy-duty equipment such as electrical generators, low and medium tension electrical installations, high security doors, UPS, air conditioners and computer workstation installations. Maintains continuous surveillance over complicated electrical operations to ensure high level of electrical efficiency. Develops and interprets blueprints and follows operations manual for complex equipment. Authorizes issuance of expendable supplies for approved work orders. When necessary, modifies available parts to meet specific requirements or equipment. Undertakes other assigned tasks as directed by the Facilities Manager.