



#### **14. Major Duties and Responsibilities**

**40% of time**

The incumbent must be an electrician with an electrical technical school certification and an electrical license holder for electrical installations and maintenance. He must have at least 3 years' experience in electrical installations wiring, commissioning, testing and troubleshooting including at least 3 years' experience with electronic circuits. The incumbent shall be thoroughly educated in the troubleshooting, maintenance and repair of some very complex equipment demonstrating the best job skills, job quality, technical expertise, attitude and initiative while showing his ability to project completion, creativity and problem solving abilities. The equipment involved includes, but is not limited to Uninterruptible Power Supplies (UPSs), electrical power generator sets, main switch-gear and circuit-breaker sets and motor control centers. Incumbent is required to be familiar with power electrical circuits and power systems which are the heart of all other systems such as lighting and other utility supplies. The incumbent will be required to install and troubleshoot all electrical wiring circuits. Incumbent is required to utilize his electronics technical expertise to monitor and troubleshoot control panels with electronic boards and components and electrical power supplies and controls for all pumping systems water, swimming pool-filtration, fuel oil and irrigation systems. Good communication up and down the chain of command as well as excellent attitude towards the Supervisor and discretion on any issue related to the facilities issues is a must. It is imperative during his work to be conscientious of U. S. government property.

**25% of time**

Independently maintains, adjusts and repairs all Government furnished household electrical appliances to include but not limited to; washers, dryers, refrigerators, air-conditioners, freezers, table lamps, ceiling fans, microwave ovens, step-down/step-up transformers and vacuum cleaners, demonstrating his problem solving and customer service abilities, while using safe and proper maintenance techniques.

**25% of time**

Maintains residential heating, air-conditioning and electrical equipment as required making the best out of his time management skills. Performs emergency and routine repairs on all residential heating and hot water systems, electrical systems and air-conditioning units demonstrating his/her professionalism and job knowledge. Incumbent is on call: 24/7-7 days a week, to include holidays, for any and all emergencies at residences and the embassy as required by the Embassy Management team.

**10% of time**

Perform other duties as indicated by the Embassy Management team, demonstrating team work and excellent attitude towards teammates and his Supervisor.

#### **15. Qualifications Required for Effective Performance**

- A. Education: - Completion of secondary-level/high school is required.
- Completion of at least three years of a fully-structured training program producing journeyman level skills in the electrical trade, required.
  - Certificate of completion and competency from a technical school in the field of electrical studies is required.

- B. Prior Work Experience: Minimum of three years of journeyman level electrician experience is required.
- C. Post Entry Training: All safety related training. Specialized Embassy equipment training, offered.
- D. Language Proficiency: Level III (Good Working Knowledge) English reading, writing and comprehension.
- E. Job Knowledge: Must have full journeyman knowledge of established practices and procedures in high, medium and low voltage installations. Must read and understand drawings, schematics, logic diagrams and specifications. Incumbent must know the local Cypriot and EU electrical code standards.
- F. Skills and Abilities: Incumbent must be a certified licensed electrician licensed by the local Electro/Mechanical Services, (EMS) Authority. Must be able to diagnose complex problems in electrical systems and equipment such as UPS, main switchgear and generators as well as electronic control panels. Shall be able to use tools of the trade and shall have the capacity to learn new systems. Incumbent must possess a valid driver's license enabling the use of vehicles up to 6 ton.

## **16. Position Elements**

- A. Supervision Received: Directly supervised by the Maintenance Foreman for daily tasks and assignments, etc. (Pos. No. N-52637). Incumbent's annual evaluation report completed by the Maintenance Supervisor, Pos. No. N-52622.
- B. Supervision Exercised: None.
- C. Available Guidelines: Incumbent works within the local, EU and U. S. electrical code standards; works under U. S. government guidelines for safety and health; works with various prints and diagrams on various electrical and mechanical systems throughout the embassy. Incumbent is guided by and with the installation and operating manuals on equipment.
- D. Exercise of Judgment: The incumbent has full authority to exercise judgment on any maintenance task. The incumbent follows the direction of the Facility Manager and Facility Engineer when a design change is required with the ability to implement changes when authorized.
- E. Authority to Make Commitments: Incumbent will be required to handle petty cash for supplies and materials on occasion as necessary. All transactions shall be pre-obligated.
- F. Nature, Level and Purpose of Contacts: Frequently in contact with any American employees, Locally Employed staff, Ambassadorial and DCM, staff members, contractors and visiting U. S. American employees working for all entities within the Embassy. These contacts are always in the performance of the incumbent's normal duties
- G. Time Expected to Reach Full Performance Level: One year.