



# 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;">Copenhagen</p>	2. Agency <p style="text-align: center;">ICASS</p>	3a. Position Number <p style="text-align: center;">PSA-526-14</p>
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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) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Maintenance Man FSN-1210	4	Pott	05-20-2008
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Maintenance Worker</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy Copenhagen</p>	a. First Subdivision <p style="text-align: center;">Management Section</p>
b. Second Subdivision <p style="text-align: center;">General Services Section</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

\_\_\_\_\_  
 Printed Name of Employee

\_\_\_\_\_  
 Signature of Employee

05-19-2008  
 Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Tommy Hansen  
 Printed Name of Supervisor

Signature of Supervisor

05-19-2008  
 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.

Gregory MacDonald  
 Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head

05-19-2008  
 Date (mm-dd-yyyy)

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.

Sarah C. Hall  
 Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

05-19-2008  
 Date (mm-dd-yyyy)

13. Basic Function Of Position  
 Performs a range of basic maintenance duties at government owned and leased properties under the supervision of the Maintenance Supervisor.

14. Major Duties and Responsibilities \_\_\_\_\_ % of Time

Performs a range of basic maintenance tasks at government owned and leased properties. Tasks include, but are not limited to, basic electrical installation, troubleshooting and repair (such as changing light bulbs/tubes in the chancery, troubleshooting switches and outlets; troubleshooting equipment and appliances such as washers and dryers before calling an outside technician); basic plumbing troubleshooting and repair (such as toilet, drain and sink problems); light carpentry projects and repairs (such as changing door or office signage, installing shelves, assembling furniture, light painting, picture hanging, carpet and flooring repairs). Performs regular maintenance on fire extinguishers and smoke detectors. Assists with furniture and appliance moving at warehouse, chancery and residences. Acts as back up to the Custodian for garbage and snow removal. 100%

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15. Qualifications Required For Effective Performance

a. Education

Completion of primary/basic school (9 years).

b. Prior Work Experience

Three years experience in building maintenance work.

c. Post Entry Training

Training on Embassy procedures and FAM regulations will be provided as necessary.

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

Danish (level III)  
English (level II) speaking.

e. Job Knowledge

Knowledge of Danish maintenance practices and safe residential installations for electricity, gas and plumbing.

f. Skills and Abilities

Driver's license to drive ordinary sized vehicle required. Basic computer skills, and good physical condition required.

16. Position Element

a. Supervision Received

Supervised by the Maintenance Supervisor.

b. Supervision Exercised

None.

c. Available Guidelines

Guidelines will be available from supervisor.

d. Exercise of Judgment

Will exercise considerable judgment in evaluating nature of and best solution to maintenance problems. Will also have to judge how to coordinate schedules of contractors, occupants and self.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

As appropriate with working level maintenance contractors to be effective in the position.

g. Time Expected to Reach Full Performance Level

3 to 6 months