



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;">SAN SALVADOR</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 INCUMBENT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	ELECTRICIAN, FSN-1210	FSN-4		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">MANAGEMENT SECTION</p>	a. First Subdivision <p style="text-align: center;">FACILITIES</p>
b. Second Subdivision <p style="text-align: center;">RESIDENTIAL MAINTENANCE</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 Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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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. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head 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. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function Of Position
 Performs full electrical journeyman level work, including but not limited to, the renovation, maintenance, and repair of residential electrical wiring systems, backup generators, transfers switches, grounding, electrical fixtures, circuit breaker boxes, and household appliances. All work is to be performed in accordance with established trade practices, and methods up to US codes whenever and wherever possible.

14. Major Duties and Responsibilities _____ % of Time.
- 1- Following maintenance schedules, and inspections of work orders, performs maintenance services, diagnoses system or equipment malfunction, and repair as necessary. 20%
 - 2- May drive a motor vehicle to transport tools, equipment, and materials to the job site. knowledge of traffic laws and nomenclatures, assists in purchasing materials for repairs performed in STL Residences. 10%
 - 3- Installs, maintains, repairs, tests, and adjust a variety of equipment, circuitry, and fixtures such as electrical buzzer, and bell circuits, light sockets, lighting fixtures, ceiling fans, switches, office and heating appliances, fire alarms, rheostats, electrical drills, grinders, shop equipment by using of Voltmeter, ammeter, wattmeter, and ohmmeter. 20%
 - 4- Installs, maintains, and repair electrical wiring systems, related switches, distributions pannels, and outlet boxes, as well a wide (See Addendum 1)

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Addendum 1

variety of electrical fixtures and tools.

20%

5- Assists HVAC electromechanical technician in installing, A/C equipments, dryers, washing machines, water heaters, etc. also needs to have garage door motor knowledge, skills and how to install them.

20%

6- performs others duties as assigned.

10%

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required. completion of vocational training, apprenticeship or equivalent experience recognized as producing journeyman skills is required.

b. Prior Work Experience

3 years of experience as helper or semi-skilled worker, plus a minimum of one year of journeyman experience in the trade is required.

c. Post Entry Training

N/A

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

Level I English ability.
Level III Spanish ability.

e. Job Knowledge

Must have full journeyman of practices and procedures. Knowledge of the composition, operation, and installation of a variety of systems, circuits, equipments, and controls; knowledge of national and local electrical codes; ability to plan, layout and complete the installation, modification, and repair various systems, circuits, equipment, and controls; ability in interpret and apply building plans, wiring diagrams, and engineering drawings

f. Skills and Abilities

Skill in the use of a wide variety of testing equipment. must be able to use all tools of the trade; must have local driver's license. must be able to set priorities to accomplish work promptly and efficiently, and be able to plan work way that causes the least interruption to the daily routine of the residences.

16. Position Element

a. Supervision Received

Receives assignments verbally and by work order. independently determines work methods to accomplish assignments. completed work is periodically inspected for acceptability and compliance with accepted trade standards.

b. Supervision Exercised

May direct the work of one or more trade helpers.

c. Available Guidelines

Guidelines are provided by established trade practices in the trade; by agency technical manuals, manufacturers, instructions, and catalogs.

d. Exercise of Judgment

Determines work methods and plans working details to accomplish assignments. e.g. plans and lays out the needed routing, and arrangement of system's circuits, controls and equipment.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Majority of personal contacts are with colleagues, other maintenance personnel, and tenants in the residences. Explains proper operation, and maintenance of equipment, and appliances to users.

g. Time Expected to Reach Full Performance Level

Approximately one year before assignments to all possible work stations