

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** POST SECURITY TECHNICIAN /1210, PSA-07-FP-07

**Open to:** All Interested Candidates - All sources

**Vacancy Opening Date:** June 17, 2016

**Vacancy Closing Date:** June 30, 2016

**Work Hours:** Full-time; 40 hours/week

## **Basic Function of Position:**

Conduct inspection, installation, maintenance and repair of security and life-saving equipment at Post, to include residences, workshops and warehouses. Assess security systems state of repair and recommend changes in maintenance schedules and techniques to enhance operational effectiveness.

## **Major Duties and Responsibilities:**

Perform troubleshooting and repair of the vehicle arrest systems, maintain the records of maintenance schedules such as weekly, monthly, quarterly, etc., and keep records of spare parts and expendable items required for the regular maintenance of these systems. (20%)

Perform maintenance and repair of closed circuit television equipment and maintenance and calibration of walk-thru metal detectors. (15%)

- Perform troubleshooting and repair of the emergency notification system, Selectone system, master control unit, amplifiers, speakers and power supplies. (15%)

- Perform maintenance and repair of x-ray and explosive detection equipment, security doors, power supplies, locking devices, roton hinges and fire exit package. (20%)

- Perform installation, maintenance and repair of residential security systems, to include RSO-approved locks, security lighting, and residential alarm systems. Provide training to end-users of residential alarm systems. (30%)

### **Qualifications Required for Effective Performance:**

#### **Education:**

Completion of senior secondary school.

#### **Prior Work Experience:**

Two years of technician experience is required.

#### **Post Entry Training:**

Intake technical training will be provided at the post of residence by visiting Regional Security Technician and/or ESC/ESO staff or at an ESC/ESO in the region.

**Language Proficiency: List both English and host country language(s) by level and specialization.**

**English Level III (sp/read) and French Level III (sp/read) is required.**

#### **Job Knowledge:**

Ability to troubleshoot, adjust and repair electrical, electronic, hydraulic, pneumatic and mechanical equipment is required. Ability to read blueprints and schematic diagrams of electrical/mechanical drawings and the ability to use electronic testing equipment, email and Microsoft Office products is required.

#### **Skills and Abilities:**

A valid Gabonese driving license is required.

### **Position Elements:**

#### **Supervision Received**

Day to day supervision will be provided by the RSO in close coordination with regional ESO.

#### **Supervision Exercised**

Occasionally may supervise a trade helper, day laborer or embassy personnel.

**Available Guidelines**

12 FAH 5, DS Technical Security Standards

**Exercise of Judgment**

Work assignments will vary in size, difficulty and technical complexity. Incumbent will require seasoned judgment.

**Authority to Make Commitments**

None.

**Nature, Level and Purpose of Contacts**

Occasional Department (DS and OBO), daily post sections and frequent ESC/ESO and RST contact.

**Time Required to Perform Full Range of Duties after Entry into the Position**

With prior electronics technician experience, 1 to 1 ½ years. Without prior electronics technician experience, 2 to 2 ½ years.