



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency STATE	3a. Position Number A52-613 1210-7
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3b. Subject to Identical Position? 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) NA52-613 , (Title) HVAC Technician_ (Series) _____ (Grade) 5

b. New Position _____Facilities Maintenance Foreman_____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Facilities Maintenance Foreman	FSN-7		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Building Maintenance Foreman	7. Name of Employee
8. Office / Section American Embassy	a. First Subdivision State Department
b. Second Subdivision Administrative Section	c. Third Subdivision Facilities Management Section

9. This is a complete and accurate description of the duties and responsibilities of my position <hr/> Printed Name of Employee <hr/> Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position <hr/> Printed Name of Supervisor <hr/> 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 <hr/> Printed Name of Chief or Agency Head <hr/> 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. <hr/> Printed Name of Admin or Human Resources Officer <hr/> Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function of Position
 Facilities Maintenance Foreman directly supervises 8 employees in various building maintenance trades such as electricians, electro-mechanical and HVAC technicians, plumber/welder, and carpenters. This position serves as COR in Janitorial and Gardening Contracts.

14. Major Duties and Responsibilities _____% of Time

- Facilities Maintenance Foreman, directly supervises 8 employees in various building maintenance trades such as electricians, electro-mechanical and HVAC technicians, plumber/welder, carpenters. This position serves as COR in Janitorial and Gardening Contracts. 23% of Time.
- Develops and ensure that the Preventative Maintenance schedule is maintained. Monthly generation of PM work orders. Ensures the work is distributed amongst the specific trade areas for the G.O. buildings 23% of Time.

- Receives approved work orders in the GMMS system from the Facilities Engineers and assigns tasks to the different trades as appropriate. 23% of Time.
- Performs highly skilled journeyman level of predictive and preventive maintenance work in electrical, mechanical and electronics trades and on security equipment when necessary. 15% of Time.
- Handles emergencies for GO Buildings and STL properties. 5% of Time.
- Maintain tools of section and ensures all of them are in good condition and inventoried. 3% of Time.
- Drives section vehicles to transport FAC personnel and tools when necessary. 3% of Time.
- Follows proper SHEM and FIRE procedures for all trades of the section. 3% of Time.
- Other duties as assigned. 5% of Time.

15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary school is required. Preferably a High School Diploma in Industrial Maintenance Fields.
- b. Prior Work Experience
Five years of responsible experience as Maintenance Foreman is required.
- c. Post Entry Training
Electrical, Electronic, pneumatic, mechanic, AC and hydraulic systems.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English Level III (Good Working Knowledge) and Spanish Level IV (Fluent) are required.
- e. Job Knowledge
Preventive and Corrective Maintenance principals, administrative, technical and safety standard procedures. AutoCAD usage
- f. Skills and Abilities
Develops team work with the FAC crew and other Embassy sections. Applies Safety and Fire standards in all FAC activities. Incumbent must be able to work after hours and even holidays when necessary. Job holder must be ready to be a handyman in the field to solve different problems. Incumbent must be able to be a decision-maker and work under pressure in order to meet deadlines.

16. Position element

- a. Supervision Received
The incumbent will report directly to the LES/Facility Electrical Engineer and overall to the Facility Manager.
- b. Supervision Exercised
Job Holder will directly supervise eight (8) employees
- c. Available Guidelines
Facilities Maintenance handbook
FAM, SHEM and FIRE guidelines
Information from equipment factories.
- d. Exercise of Judgment
Incumbent must delegate work on a daily basis to the FAC Technicians. Must have a high-level of good judgment during emergencies and for an optimal customer service.
- e. Authority to make Commitments
None
- f. Nature, Level, and Purpose of Contacts
Local providers for spare parts and getting information for projects. Local contractors.
- g. Time expected to Reach Full Performance Level
One year.