



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 Facility Management Section	3a. Position Number 312201-A100511
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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) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Position currently not classified (Post CAJE)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Heating, Ventilation, and Air Conditioning Technician (HVAC)	FSN-6		5/11/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) HVAC Technician	7. Name of Employee
8. Office / Section Management	a. First Subdivision Facility Maintenance Section
b. Second Subdivision	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

The employee in this position installs, maintains and repairs the HVAC systems at the U.S. Government (USG) owned buildings including the Chancery, Annex, Chief of Mission Residence (CMR), Deputy Chief of Mission Residence (DCMR), and Marine Security Guard Residence (MSGR). Employee also acts as a back-up electrician and assists with any other facilities tasks as directed.

14. Major Duties and Responsibilities 100 % of Time
55%

The employee performs regular preventive maintenance for, repair of and replacement of all Heating, Ventilation and Air Conditioning (HVAC) systems using manufacturer specifications and USG guidelines, on all Government owned buildings. Performs necessary changes in HVAC systems in Government owned buildings to increase efficiency, performs upgrades and/or remodels existing equipment.

- Acts as the back-up electrician and also assists with other trades (welding) in performance of Facilities Maintenance Work Orders and projects when needed. Also assists with creating electrical connections for modular furniture during assembly, assists with wiring as needed, maintenance of generators and fire pumps. **20%**
- The HVAC Technician advises the Building Maintenance Foreman, Maintenance Engineers and Facility Manager, of needed parts to complete HVAC. Utilizes his expertise to suggest the most effective and cost effective solutions to all HVAC problems. **10%**
- Maintains an inventory of specialized tools and spare parts, and submits to his supervisor periodic replenishment requests in advance of need to secure best pricing and to be prepared for emergencies. Employee drives a section truck to perform work and to buy materials as necessary. **10%**
- Maintains service logs for all equipment, based on the Preventive Maintenance Plan (PMP) in Global Maintenance Management System (GMMS) for the year. Employee follows proper safety procedures, established by Safety, Health, Environmental Management (SHEM), in all work activities, especially in relation with the refrigerant handling and disposal, welding, soldering and brazing activities and hazardous materials. Also performs other duties as assigned. **5%**

15. Qualifications Required For Effective Performance

- a. Education
High School diploma and/or graduated from a Technical School in HVAC field is required.
- b. Prior Work Experience

Five years of experience as HVAC technician is required.
- c. Post Entry Training
Employee will be trained in all HVAC units owned by the Embassy. Employee will receive additional trainings as needed when new equipment is procured and will be trained on USG safety standards and expectations.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
Spanish level III (Fluent)
English Level II (Limited)
Language Proficiency will be tested
- e. Job Knowledge
Good knowledge in HVAC systems, electrical distribution systems, plumbing distribution systems, welding, tools usage and blueprint reading.
- f. Skills and Abilities
Must have a valid driver's license and a safe driving record. Must be able to work in a team environment, be able to work outside of regularly scheduled hours (including weekends/holidays if emergencies arise). Employee must be proactive and innovative and have a level II (Rudimentary) of computer skills in Microsoft Office Suite.

16. Position element

- a. Supervision Received

Employee will be directly supervised by the Facility Maintenance Foreman. Occasionally the employee will also be supervised by the Facility Engineers.
- b. Supervision Exercised

The employee will provide guidance and direction for up to four outside contractors as they perform work order requests.
- c. Available Guidelines

HVAC equipment manufacturers guidelines
Safety instructions by SHEM.
Safety and security regulations in FAH/FAM
National Fire Protection Association (NFPA) National Electric Code
International Building Code (IBC)
- d. Exercise of Judgment

The employee must use his/her judgment on a daily basis to manage the different Unscheduled Maintenance (UM) and Preventative Maintenance (PM) work orders, to troubleshoot, diagnose problems and find solutions in order to get equipment in functioning order.
- e. Authority to make Commitments



N/A

f. Nature, Level, and Purpose of Contacts

Local providers of spare parts and equipment when necessary.
Supervisory staff to obtain daily schedule of work orders.
Colleagues to work together on tasks assigned.
Contractors who perform different jobs at the Embassy.
Customers of the different sections in the Embassy when a job is required.

g. Time expected to Reach Full Performance Level

One year.

DS-298 (Formerly OF-298)
04-2008