



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number A51205
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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) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	MAINTENANCE MECHANIC, FSN-1210	4		02/16/2012
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section US CONSULATE GENERAL	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position VACANT _____ 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 XXXX _____ 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 XXXX _____ 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. XXX _____ 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

Employed as a Maintenance Mechanic to carry out skilled operations, maintenance and repair work to the facilities mechanical and plumbing systems throughout the New Consulate Compound (NCC) building, grounds and residential owned/leased properties. Incumbent receives written or verbal request for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Familiarization of general mechanical and electrical systems is required.

14. MAIN DUTIES & RESPONSIBILITIES **% OF TIME**

The incumbent specializes in plumbing and mechanical systems operation and maintenance of equipment as directed by or an assigned Supervising Engineer. Systems to include but not limited to; water supply, storage, filtration, disinfection and other water treatments, hot water systems and equipment, piping, tubing, fittings and controls, irrigation, domestic plumbing fixtures including waterless urinals, drainage,

sanitary systems, on-site sewage treatment, and storm water management.

Operations & Maintenance Support:

90%

1. Performs preventive maintenance and repairs on plumbing/mechanical systems including: air compressors, fire suppression systems, commercial and domestic toilet facilities, fixtures, valves, piping, domestic water and sump pumps, water supply boosters, water sewage treatment systems, domestic and solar water heaters, fuel pumps, oil-water separators and motorized vehicle gates to ensure optimal and un-interrupted operation of the mechanical systems. Also, duties also include maintaining operation of gutters and roof drains, storm drains and irrigation systems as applicable. Responds to scheduled, unscheduled and preventive maintenance work orders generated by computerized maintenance management system (CMMS). The current program for the Department of State is Global Maintenance Management System (GMMS).
2. Identifies and corrects building and equipment problems by performing plumbing and associated mechanical inspections to maintain buildings and equipment in safe condition, prevent degradation of property and systems, and prevent failures that would cause reduction in service. Ensures all assigned maintenance tasks are carried out promptly and in full as described in work orders and in accordance with manufactures repair or replacement requirements. Familiarization of general mechanical and electrical systems is required.
3. The incumbent provides emergency services coverage for malfunctioning mechanical systems and equipment as required 24 hours per day; seven days per week (24/7) operation.
4. Assists with monitoring specialty service contractor's work as delegated and provides feedback to the supervisory concerning the contractor's quality of work.
5. Monitors weekly and monthly water (potable and gray water) system performance to maintain system reliability and provides report on any discrepancies to supervisory engineer.
6. Performs regular checks for consumable material usage. Monitors spare parts and materials inventories and submits reports to the supervisor for review. Ensures proper use of time, tools and materials and that the work areas are kept clean and safe.

Logistic Support:

10%

1. Other assigned duties are to support post activities including relocations, emergency actions, escorting and monitoring contractors on site. Individual may be required to assist other LES Facility Maintenance personnel and assist other shops as part of the maintenance team as directed by the Supervising Engineer and back-up duties as requested.
2. Monitors one to two contractors on site at any time. Assist other shops as part of the maintenance team.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. REQUIRED QUALIFICATIONS:

- a) **Education:** The position requires successful completion of secondary school is required.
- b) **Experience:** Three years as a repair mechanic or maintenance technician working with plumbing systems in an institutional or commercial building setting is required.
- c) **Post Entry Training:** On the job training and minimal training provided by the Supervisor and/or the FM. Incumbent will be provided specific safety training for tools, equipment, and use of personnel protective equipment.
- d) **Language:** Level I English (rudimentary) spoken/reading and Level III (good working knowledge) spoken/written Spanish is required.
- e) **Knowledge:** The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. He or she must be familiar with international building, mechanical, and plumbing codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of pool systems is desired. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs.
- f) **Skills and abilities:** The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing filtration systems, water pumps, and hot water systems; testing potable water system components, monitoring of chemical and salt, and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Additional skills include installation of plumbing required for diesel fuels; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent receives general supervision from the Supervisor Engineer, may also receive supervision from the FM



as needed.

- b. Available Guidelines:** Maintenance plan, DOS rules and regulations, manufacturers' literature, plans, blue prints, and U.S. plumbing and related codes.
- c. Exercise of Judgment:** Makes routine judgment decisions when repairing or troubleshooting equipment, and assigning tasks to technical trade labor technicians. Determines and implements the best course of action for providing a safe working environment for the Consulate and all workers.
- d. Authority to Make Commitments:** None
- e. Nature, Level, and Purpose of Contacts:** He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Supervisor Engineer.
- f. Supervision exercised:** None; may serve as team leader

Time Required to Perform Full Range of Duties After Entry in to Position: Six to eight months