



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 DOS	3a. Position Number OBO003
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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	MECHANICAL ENGINEER	10		08/14/2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
8. Office / Section US CONSULATE GENERAL	a. First Subdivision OVERSEAS BUILDING OPERATIONS
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 Mechanical Engineer will perform engineering duties during construction of the New Office Building in Guayaquil, Ecuador as directed by the OBO Project Director. The Engineer shall be capable of working independently to provide professional engineering and quality assurance services during installation of all building mechanical systems.

14. MAJOR DUTIES AND RESPONSIBILITIES

25%

Develop a working knowledge of U.S. technical requirements include in the construction contract. Assess the construction contractor's ability to achieve the required standards of construction and advise the OBO Project Director of potential deficiencies and possible remedies. Monitor and evaluate the construction work through field inspections and the review of quality control reports to ensure contract compliance and proper standards of quality are achieved. Ensure that mechanical materials are being stored and handled correctly and are in acceptable condition at the time of installation. Evaluate the contractor's construction accident prevention program to facilitate an accident free project. Maintain a daily progress report and prepare correspondence and other reports as required by the OBO Project Director.

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Identify mechanical installation problems in the construction documents. Notify the OBO Project Director of potential conflicts in the design. Prepare plans and construction details to resolve or issues. Review and evaluate construction details and data provided by the contractor and advise the OBO Project Director on the technical adequacy of the contractor's submittals. Analyze contractor proposed substitutions of mechanical equipment and materials and make recommendations to the OBO Project Director concerning compliance with the design intent of the Contract Documents. Review the Contractor's records to ensure that an accurate record of as-built conditions is being maintained.

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Prepare scope-of-work and cost estimates for construction contract modifications and change orders. Evaluate the contractor's cost proposals for contract modification and change orders. Provide recommendations and comments to the OBO Project Director on the technical accuracy and completeness of the contractor's proposals. Review the contractor's monthly payment requests, and make recommendations concerning the accuracy of the mechanical-related line items.

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Maintain liaisons with contractors and local authorities and officials responsible for the implementation, scheduling and compliance of municipal building codes and construction regulations to facilitate the issuance of the required permits and associated inspections and submissions.

The Mechanical Engineer shall be directly responsible to the OBO Project Director in the performance of his/her duties under this contract. Services shall generally consist of eight (8) hours a day, 40 hours a week on Monday through Friday or as otherwise directed.

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

EDUCATION: University degree in Mechanical Engineering is required.

PRIOR WORK EXPERIENCE: Seven years minimum in work directly related to mechanical construction in buildings is required.

POST ENTRY TRAINING: N/A

LANGUAGE PROFICIENCY: Level IV (fluent) written/spoken English and level IV (Fluent) written/spoken Spanish are required.

KNOWLEDGE: Must have good working knowledge of building design and construction as it pertains to mechanical engineering.

SKILLS AND ABILITIES: Must have working knowledge of mechanical building systems and sound construction practices. Must be familiar with U.S. codes and regulations that pertain to project/contract. Good organizational and computer skills are required.

16. POSITION ELEMENTS

SUPERVISION RECEIVED: Supervised by OBO Project Director or designee

AVAILABLE GUIDELINES: OBO Office Guidelines.

EXERCISE OF JUDGMENT: Expected to apply professional knowledge to perform work required in a timely manner for the benefit of the project

AUTHORITY TO MAKE COMMITMENTS: None

NATURE, LEVEL, AND PURPOSE OF CONTACTS: Contractor personnel as pertains to project construction activity. Local Government/Municipal authorities as directed by the Project Director.



SUPERVISION EXERCISED: None

TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY IN TO THE POSITION: Two Months

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