



U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).				
1. Post <p style="text-align: center;">HAMILTON</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">L52002/321491100049</p>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <p style="text-align: center;">UPDATE OF DUTIES</p>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HOUSING ASSISTANT/MAINTENANCE SUPERVISOR	FSN-8		09-27-2004
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) <p style="text-align: center;">REALTY ASSISTANT/MAINTENANCE SUPERVISOR</p>		7. Name of Employee		
8. Office/Section <p style="text-align: center;">AMERICAN CONSULATE GENERAL</p>		a. First Subdivision <p style="text-align: center;">MANAGEMENT</p>		
b. Second Subdivision <p style="text-align: center;">HOUSING</p>		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
_____ Printed Name of Employee Date (mm-dd-yyyy)		_____ Printed Name of Supervisor Date (mm-dd-yyyy)		
Employee Signature		Supervisor Signature		
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.		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 Chief or Agency Head Date (mm-dd-yyyy)		_____ Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy)		
Chief or Agency Head Signature		Admin or HR Officer Signature		
13. Basic Function Of Position TO LOCATE APPROPRIATE HOUSING FOR APPROXIMATELY 25 US GOVERNMENT EMPLOYEES AND REQUEST LEASE APPROVAL FROM THE DEPARTMENT OF STATE. MANAGE MAINTENANCE OF CONSULATE AND ANNEX BUILDINGS AND APPROXIMATELY 25 SHORT TERM LEASE RESIDENTIAL PROPERTIS.				
14. Major Duties and Responsibilities				
1. Maintain files on all leased and deleted housing to include: lease, lease extensions and amendments. Inspections, i.e. move-in, move-out and yearly home inventory/security. Pending work, both planned and emergency, including final outcome. Notes to files as required. Listings on repair companies, repair people, monthly maintenance contracts as provided or needed (pest control, lawn care, air conditioning). Listings on landlords, tenants, realtors and potential houses for inclusion in the housing pool. Contact with budget				_____ % of Time 25%
(See Addendum 1)				
(Continue on blank sheet)				

Addendum 1

administrative staff for funds availability for housing costs. Inventory of stock, order supplies, (ie batteries, smoke detectors, carbon monoxide detectors, fire extinguishers, generators, dehumidifiers, air conditioners, etc.) as required, for the interagency housing agreement, pending budget approval.

2. Responsible for overall Consulate maintenance program, including the Consulate building, annex buildings, grounds of those buildings, STL residences and all maintenance equipment. Supervises 2 FSN/PSA maintenance persons plus numerous contractors working on specific maintenance projects. Develops maintenance and work schedules, assigns work orders and sets priorities. Manages the bidding process for maintenance contracts, meets with potential contractors and conducts initial negotiations with responsive bidders. Oversees the procurement operation for the maintenance section. Specify responsible billing party and forward bills as necessary. Maintains quality control of the maintenance section through continued inspections of completed work and spot checks of on-going work. Ensures STL residences are in compliance with State Department regulations and SHEM requirements. Maintains the GMMSWork Order system. Determines relative Applicability of maintenance labor source (USG staff, landlord or contractor), Gather cost estimates, if contractor labor is required, for funding approval from FMO.

40%

3. Review house listings, arrange viewing with realtor and/or landlord and Management Supervisor. Note and compare size of house (each room measured), yearly cost (determine cost per foot), amenities (appliances, floor coverings, window covering, garage, storage, yard maintenance, etc.), safety (neighborhood), and local real estate market. Provide recommendations to the Management Officer and to the Officer in Charge of CBP.

10%

4. Prepare leases, lease extensions and amendments for approval of the Management Officer. Uses OBO Post application for waiver requirements on rental properties over \$25,000 per year. Update housing profile using RPA (Real Property Application) as necessary and forward information to the State Department as requested. Produce RPA monthly, quarterly and yearly reports.

Notify BELCO, Bermuda Waterworks and other contractors in regard to new and deleted service for properties, with directions and Consulate billing address. Maintain the Market Survey of Rental Costs.

5. Administer new tenant inspections with written findings to file. Letter to landlord, tenant, and/or realtor as needed. Follow up as needed with requests for repairs or additions/deletions by any of the above listed parties. Move-out inspections with written findings to file. Letter to landlord, tenant and/or realtor as needed. Follow-up as needed with requests for repairs or additions/deletions by any of the above listed parties. Physical presence at work location if tenant or landlord is unavailable.

5%

6. Other duties as required.
5%

15. Qualifications Required For Effective Performance

a. Education

High School Diploma or General Education Diploma required.

b. Prior Work Experience

Two to three years of progressively responsible administrative experience, preferably in the field of Real Estate or Home Maintenance. Two to three years of supervisory experience required.

c. Post Entry Training

Complete familiarization with 6 FAM and applicable USG regulations related to the leasing of STL properties.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level IV (fluent) written and spoken English is required.

e. Job Knowledge

A thorough knowledge of State Department Regulations and of host country laws, regulations, administrative practices and procedures pertaining to realty and maintenance.

f. Skills and Abilities

A high level of communications skills, both written and oral, is necessary, as well as effective negotiating techniques. Incumbent should possess conceptual and analytical ability of a high degree in order to estimate and plan for future Consulate property needs.

16. Position Element

a. Supervision Received

Works independently with policy guidance from the Management Officer. Incumbent is expected to work with minimum supervision and to consult with the Management Officer in addressing and resolving all housing and facilities maintenance related problems.

b. Supervision Exercised

Maintenance personnel.

c. Available Guidelines

USG FAR; Standard Regulations; 6 FAM 700; pertinent Bermuda laws and regulations. Copies of relevant Bermuda housing legislation and legal reference books, SHEM standards and POSHO regulations.

d. Exercise of Judgment

Independently undertakes negotiations with landlords, solicitors and contractors on rentals, acquisitions, disposals and maintenance requires to the best advantage of the USG, using the Department of State model standard lease and accompanying letters to renewal and termination.

e. Authority to Make Commitments

Has authority to commit USG to lease terms and conditions up to point of signature. Follows department of state procurement procedures for purchases, provides 3 quotes for purchases over micro-purchase threshold, currently \$3,500.

f. Nature, Level, and Purpose of Contacts

Employee deals with landlords both real and potential, real estate agents, repair persons, contractors and members of American and Local Hire staff at all levels.

g. Time Expected to Reach Full Performance Level

One year.