Signing Instructions

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	2. Agency	3a. Position Number
HAMILTON, BERMUDA	STATE	L52602

3b. Subject to Identical Positions? 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)* NEW INCUMBENT

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

6. Post Title Position *(If different from official title)*	7. Name of Employee
8. Office/Section: MANAGEMENT	a. First Subdivision: MAINTENANCE
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 / Date *(mm-dd-yyyy)*	10. This is a complete and accurate description of the duties and responsibilities of this position. 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. Printed Name of 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 / Date *(mm-dd-yyyy)*
Chief or Agency Head Signature	Admin or HR Officer Signature

13. Basic Function Of Position

Provides routine maintenance and inspection services to Management Officer and others at Post with regard to general maintenance at Crown Hill Office, CG residence and approximately 25 STL properties in accordance with the Interagency Agreements at Post. Inspects building and equipment, on a scheduled basis and in response to work requests, to determine nature and extent of maintenance, alteration and repairs required, and to determine kind, amount and cost of material and manpower needed.

14. Major Duties and Responsibilities — 100 % of Time

Determines need for, timing and expense of maintenance and repairs, and as to whether the work can be completed by the incumbent or should be left to a contractor. — 5%

Completes routine maintenance tasks at approximately 25 STL properties (including Consul General's Residence) in accordance with Interagency agreements at Post. — 60%

Performs routine maintenance at Office building, includes but not limited to painting, carpentry, masonry, plumbing and gardening. — 25% **(See Addendum 1)**

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Addendum 1

Maintains accurate man-hour, eqipment and supply cost data, for all work orders completed. Drafts reports on performance of local contractors, projects completed by incumbent, and maintenance histories of STL managed properties.
5%

Performs other duties as assigned.
5%

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary School is required.

b. Prior Work Experience

Two to three years as helper to various trades on construction sites and/or general office moves.

c. Post Entry Training

Training in new equipment and application of equipment. Basic Health and Safety training.

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

Level III (good working knowledge) of written and spoken English is required.

e. Job Knowledge

Sufficient knowledge of overall maintenance operations to permit recognition of need for maintenance and repairs to protect buildings and equipment, to estimate kind, amount and cost of materials and labor needed for maintenance and repairs and to evaluate conformance to specifications and adequacy and quality of repair work. Specific knowledge and work experience in at least one trade, i.e. electrical, plumbing, carpentry.

f. Skills and Abilities

The ability to make judgments and communicate those judgments to superiors, either orally or in writing is essential. The ability to understand directions and implement instructions with a minimum of supervision is also necessary. Some computer familiarity is desirable. Word processing skills and a basic competence in computer systems are preferred. A valid Bermuda driver's licence - including heavy truck licence - and access to a vehicle are essential.

16. Position Element

a. Supervision Received

Direct supervision is received from the Housing Assistant/Maintenance Supervisor and/or Management Officer, who will assign work on a daily or weekly basis by means of work orders, memoranda and verbal instruction.

b. Supervision Exercised

None.

c. Available Guidelines

Guidelines are established by means of work orders and instructions from the Management Officer, trade manuals, US and Bermuda building codes, Department of State Regulations.

d. Exercise of Judgment

Some judgment is needed from the incumbent for a decision as to whether the incumbent can complete a job or if a contractor is needed. Within the basic principles of minor repairs the incumbent exercises judgment when on site in adapting to a situation where unforeseen problems arise and guidance is not available.

e. Authority to Make Commitments

May charge various supplies and equipment to Consulate's account at various vendors after receiving proper approvals.

f. Nature, Level, and Purpose of Contacts

Incumbent meets and works in the offices and homes of Consulate staff of all ranks. He/she must at all times show good manners and a friendly approach in addition to neat and tidy workmanship.

g. Time Expected to Reach Full Performance Level

Six months.