POSITION DESCRIPTION: GSO-Maintenance Assistant

This document lists the major duties and responsibilities of the GSO-Maintenance Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

MAINTENANCE AND REPAIR

Active caretaker role in identifying and completing routine tasks in and around USG controlled property. Inspects buildings and grounds to identify potential repair, renovation and/or construction projects which might be undertaken. Using priorities set by supervisor, the incumbent works to develop a work schedule and prioritizes needs/demands with regard to work requests for maintenance and repair work. Performs maintenance and repair work on a regular basis. Schedules and carries out maintenance on all government owned and leased buildings at post. Schedules maintenance in cooperation with housing specialist and landlords.
Works with contractors on contracted out maintenance work. Deals with landlords and contractors ensuring fair terms for the USG. Gives technical oversight to Contractors.
Cooperates with facility manager, procurement agent, financial specialist and other Management staff to ensure smooth operation of the GSO maintenance.
Has access to section documents, keeps records of contractor performances, keeps records regarding older projects, interaction with local city officials and neighbors.

PROPERTY MANAGEMENT and SUPPLY DUTIES

Position keeps track of property movements and enters into inventory system. As assigned the incumbent receives goods, performs property administration and inventory management. Coordinates property disposal requests received from Embassy offices and Agencies. Position performs also supply duties - responds to orders, keeps inventories and stocks.

PROCUREMENT SUPPORT

As assigned the incumbent procures goods and services via simplified acquisitions. Keeps logs on all purchase orders, credit card transactions, IDIQ contracts, contracts and petty cash requisitions. Develops and maintains source and market data relative to suppliers and prices from the U.S., Europe, RPSO and locally available items. Obtains written bids (according to size of project). Maintains list of vendors (plumbing, electrical, snow-clearing, etc.) to maintain competitive pricing. Documents performance of vendors.
Position maintains office supplies and makes decisions on purchases of up to $ 3000 (per purchase). Holds of Government purchase card with a monthly authority to purchase 50,000 Dollars. Provides input to the formulation of GSO maintenance budget.
When directed by supervisor, determines specifications required for maintenance/repair purchases/services.

BACK UP MOTORPOOL AND DRIVING

Serves as a COM driver when needed. Backs up motor pool as required.

Performs other duties as assigned