

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> MEXICO CITY	<b>2. AGENCY</b> Department of State	<b>3a. POSITION NO.</b> A56-511
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No    A56-508. A56-509, A52-666

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain)    Updated PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO / FRC	Electronic Technician, FSN-1220			
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Regional Security Technician	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> ESC	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<b>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.</b>  _____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

Conducts inspection, installation, maintenance and repair of security and life-saving equipment and devices. Studies and make recommendations for ways to improve the effectiveness of the security systems at the U.S. Government office locations and residential properties.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

% Of time=15%

a. Performs inspection, installation and maintenance of the security equipment and devices at the U.S. Diplomatic facilities and tenant offices under the Head of Mission. Based on these inspections, makes recommendations to improve and/or revise technical security programs.

% Of time=15%

b. Performs trouble shooting and repair of the vehicle arrest systems, maintain the records of maintenance schedules such as weekly, monthly, quarterly etc. and keep records of spare parts and expandable items required for the regular maintenance.

% Of time=10%

c. Performs maintenance and repair of all the Closed Circuit Television equipment Performs maintenance & calibration of Walk Thru Metal Detectors.

% Of time=15%

d. Performs troubleshooting and repair of the emergency notification system and Imminent Danger Notification Systems. Master control unit, amplifiers, speaker and power supplies.

% Of time=15%

e. Performs maintenance and repair of hard-line doors. Power supplies, locking devices, roton hinges and fire exit package, and door controls.

% Of time=20%

f. Perform maintenance and repair of explosive detection equipment.

% Of time=10%

g. Performs any other duties as directed by ESC Mexico City to support the staff and/or overall technical security program. Coordinate closely with ESC Mexico City, to enhance overall technical security, maintain close contacts with GSO Facilities Maintenance technicians and local contractors in performance of duties.

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

High school completed including Diploma in Electronics/Electrical/Mechanical Engineering.

b. Prior Work Experience:

Five years of progressive experience in operations of electronics maintenance and repair systems.

c. Post Entry Training:

Formal training on approved Diplomatic Security (DS) Technical Security Systems.

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

Level III English (good working knowledge) language is required.

Level IV (fluent) Spanish language is required.

e. Job Knowledges:

Expert knowledge of practices and procedures in troubleshooting, maintenance and installation of electrical/electronic systems.

- f. **Skills, and Abilities:**  
Ability to read and understand engineering and technical documentation, manuals and instruction books written in English. Skilled in operating test instruments including: oscilloscopes, digital/analog multimeters and other diagnostic equipments. Working knowledge of personal computers. Ability to install, modify and maintain computer based programming systems. Ability to work with rigid and EMT conduit in the installation of security equipment. Ability to perform clerical duties such as reports and inventories. Ability to drive light commercial vehicles in city conditions.

**16. POSITION ELEMENTS:**

- a. **Supervision Received:**  
Works under the general direction and supervision of the Supervisory Security Technical Specialist of the ESC, who set priorities, establishes guidelines, assures performance standards and evaluates completed work.
- b. **Supervision Exercised:**  
Incumbent must be able to supervise, guide and work with back up support, part or full time, according to job requirements.
- c. **Available Guidelines:**  
Technical and service manuals as provided by DS or Manufacturer Installation/Service manuals.
- d. **Exercise of Judgment:**  
Incumbent must be able to make commitments with local government, official and commercial representatives, in order to meet Mission requirements and priorities. Also incumbent must be able to travel and work out of the Chancery and exercise proper judgment in the absence of specific orders or guidance from the OIC.
- e. **Authority to Make Commitments:**  
Incumbent must be able to make decisions on the technical options, in order to accomplish his duties and maintain DS equipment.
- f. **Nature, Level and Purpose of Contacts:**  
Incumbent must be able to deal with Mission and Consulate Officers.
- g. **Time Expected to Reach Full Performance Level:**  
Two years with adequate experience and /or training.