

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 Mexico D. F.	2. AGENCY State	3a. POSITION NO. A52-606		
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 No. <u>A52-606</u> (Title) <u>Electrician</u> (Series) <u>5</u> (Grade) b. New Position <u>Electrician/Generator Mechanic</u> c. Other (explain) <u>Review and updating</u>				
5. CLASSIFICATION ACTION				
	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/MEXICO CITY	MAINT MECHANIC (POWER ELECTRICIAN) FSN 1210	6		
b. Other				
c. Proposed by Initiating Office	Power Electrician/Generator Mechanic	6		
6. POST TITLE POSITION (if different from official title) Power Electrician / Generator mechanic				
8. OFFICE/SECTION Management Section		a. First Subdivision Facility Management		
b. Second Subdivision		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.		
Typed Name and Signature of Employee _____		Typed Name and Signature of Supervisor _____		Date (mm-dd-yyyy) _____
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		
Typed Name and Signature of Section Chief or Agency Head _____		Typed Name and Signature of Admin or HRO _____		Date (mm-dd-yyyy) _____
13. BASIC FUNCTION OF POSITION Incumbent of this position performs general and preventive maintenance and repairs to office buildings on the Embassy Compound and mission Residences. And is responsible for the post generator maintenance program.				

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF
TIME
50%

1. Supervises operation for high, medium and low voltage electrical feeders and apparatus for controlling electrical power. Incumbent performs operation, preventive maintenance and repair on all electrical generating systems including in-coming electrical transformers, automatic voltage regulating equipment, switchboard distributing and monitoring equipment, main distributing panels and all sub panels. Program and trouble shoot programmable logic circuits (PLC) Operate and maintain and repair all electrical machinery, control chemical feed equipment, ventilators, exhaust and supply air systems, commercial kitchen equipment, Evaluates assigned task(s) by reviewing blueprints, sketches & diagrams, and manufacturers' instructions as outlined in Owners Manuals, and estimates materials, supplies, and equipment required to complete the work. Prepares a bill of materials for all assigned tasks and submits the list to the supervisor. When required resources are available, incumbent coordinate's task procedures with co-workers and assure task(s) are performed in a safe, timely, and cost-effective manner. Incumbent is responsible for determining work procedures, diagnosing and correcting operational deficiencies, and suggests improved and cost-effective methods.

2. The incumbent supervise the generator program and echelon maintenance for the program. Operational checks will be accomplished weekly for all generators, spare parts inventory will be established for all makes and types of generators and the inventory maintained. Maintain preventative maintenance records and machinery record to identify the status and viability if the generators. Make recommendations for overhaul or replacement generators to the maintenance foreman and copies to the Maintenance Engineer for telegraphic transmission to OBO/FAC for budget planning.

50%

(continue on blank sheet if necessary)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required, completion of vocational or trade school program in electrical and electronics systems producing journeyman level skill required. Generator operations and maintenance training certificate.

b. Prior Work Experience: 5 years of progressively responsible positions in the maintenance and construction of electrical repairs and maintenance in the industry and troubleshooting electronic control systems experience required.

c. Post Entry Training: Electrical generating plant operation and maintenance and distribution. Factory training for Cummings and Caterpillar/Perkins Preventative maintenance and troubleshooting PLC and electronic controls.

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) English and Level IV (fluent) Spanish (both Speaking, reading and writing)

e. Job Knowledges: Must be able to read and interpret blueprints, sketches, electrical schematic diagrams, PLC schematics required trade manuals, equipment operation and maintenance manuals, and electrical and electrical/ mechanical utility code books.

f. Skills, and Abilities: . Must be able to correctly use tools of the trade, power equipment such as threaders, drills, must be able to work from heights exceeding up to 50 feet in a bucket truck scaffolding or motorized man-lift. Possess basic computer skills, use a calculator to determine cost data and calculate man-hours for work elements, must be able to use electrical testing equipment such as a ohm meters, meg-ohm meters amp meters, and other electrical component testing equipment. Must possess a local valid driver's license.

16. POSITION ELEMENTS:

a. Supervision Received

Assigned work and supervised by the Electrical Engineer.

b. Supervision Exercised:

N/A

c. Available Guidelines

15 FAM, OBO/ Guidelines, facility maintenance manuals, equipment operation and maintenance manuals, product literature Generator wiring diagrams transfer switch diagrams and maintenance manuals and the internet. Must use Reliability Centered Maintenance for the Preventative Maintenance of equipment.

d. Exercise of Judgment:

Must be cognizant of Embassy authority to expend official funds. Determine if work assigned is within his/her level of abilities. Must be able to recognize the inherent danger involved in accomplishing tasks and observe applicable safety precautions and procedures, using Personal Protective Equipment (PPI).

e. Authority to Make Commitments:

May purchase emergency items or material valued at no more than \$500 with petty cash.

f. Nature, Level, and Purpose of Contacts:

Interact with embassy employees, vendors, contractors, and residents of properties.

g. Time Expected to Reach Full Performance Level:

One Year