

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post American Embassy Mexico City	2. Agency Department of State	3a. Position Number 312801 A52-650
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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

4. Reason For Submission

X a. Redescription of duties: This position replaces

(Position Number) A52-650 (Title) FAC Financial Assist (Series) FNS0105 (Grade) 7

b. New Position

c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Florida Regional Center	SAFETY PROGRAM COORDINATOR, 1201	FSN-10		12/23/2015
b. Other				
c. Proposed by Initiating Office FAC				

6. Post Title of Position (if different from official title) Supervisory Regional Safety Program Coordinator	7. Name of Employee VACANT
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8. Office/Section Management	a. First Subdivision Facility Management
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Printed Name of Employee <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Printed Name of Supervisor <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature of Supervisor Date (mm-dd-yyyy)
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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. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature 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. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Printed Name of Admin or Human Resources Officer <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function of Position

Based out of Embassy Mexico City the incumbent serves as the Supervisory Regional Safety Program Coordinator and Senior Assistant POSHO for Mission Mexico at the embassy. The incumbent is also responsible for the overall management and oversight of the safety programs at the nine Consulates and nine Consulate Agencies. The incumbent is responsible for assisting the Post Occupational Safety and Health Officer (POSHO) and managing the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs within the Mission as required by 15 FAM 900 and 15 FAM 800; assures that all government-owned and leased property in country meet the requirements of 15 FAM 253.5, 15 FAM 432, 15 FAM 840, and 15 FAM 950, as well as other related Departmental requirements which may exist. Incumbent reports directly to the Embassy's Post Occupational Safety and Health Officer, directly supervises the A/POSHO located in Embassy Mexico, and provides oversight and management to A/POSHO's located at the nine Consulates and nine Consulate Agencies.

14. Major Duties and Responsibilities:

Mentorship: Under the authority of the POSHO the Supervisory Regional Safety Program Coordinator will provide direct oversight, management and leadership to the Assistant Post Safety and Health located at nine Consulates and nine Consulate Agencies. In this capacity the incumbent will oversee the safety programs instituted at Consulates and Consulate Agencies to include Inspections, Training, Mishap Reporting and Investigation, Program Documentation, and Program Implementation. The expanded explanations of these tasks are below. **10%**

Inspections: Schedule and perform required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Perform visual inspections of fire detection, alarm, and suppression systems when installed in buildings. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determine methods for correcting identified safety and fire hazards and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement. **10%**

Training: Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants. **10%**

Mishap Reporting and Investigation: Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Perform basic fire investigations and analysis of cause. Submit to reports to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850, and track accident trends for the POSHO and SHEM Committee. **15%**

Program Documentation: Maintain and updates office files to include records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings. Keep the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product. Ensure that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees. **10%**

Implementation: Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensure that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develop plans, procedures, and standards to implement fire protection and prevention programs. **20%**

Management: The incumbent is responsible for the management of the SHEM program for Mission Mexico. In accordance with 15 FAM requirements, safety, health, and environmental hazards must be identified in the selection of properties to eliminate the possibility of dangerous conditions that can cause serious injuries or fatalities. The intent is to correct serious hazards and then, through effective management, ensure that safe conditions persist for as long as the property is occupied by the USG. The incumbent must verify and document that the A/POSHO's have inspected properties under consideration for purchase or lease by the U. S. Government for safety, health, and environmental hazards, and that those hazards have been effectively controlled or eliminated. **25%**

15. Qualifications Required For Effective Performance

a. Education:

Baccalaureate degree in Industrial or Environmental Engineering, Construction Engineering, or Architecture is required.

b. Prior Work Experience:

Minimum two year experience in Industrial or Environmental Management, Occupational Safety, Construction Supervision, or Quality Control Assurance. At least 6 months of previous experience in supervision of staff and/or working in managing a large work force is also required.

c. Post Entry Training:

Occupational safety and health training as well as attendance at the next available SHEM Seminar. Smith training system; POSHO, SHEM, COR, First responder, integrated pest management.

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

Level 3 spoken and written English is required for training and translating materials into the host language.
Level 3 spoken and written Spanish is required.

e. Job Knowledge:

The incumbent must have a comprehensive knowledge of occupational safety and health guidelines and regulations, and general specialist knowledge of environmental safety standards.

f. Skills and Abilities:

Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing Mission structure. Must possess a valid driver's license. **Must be able to lift 50 lbs.**

16. Position Elements

a. Supervision Received:

The incumbent receives direct supervision from the Mission Mexico Post Occupational, Safety and Health Officer.

b. Supervision Exercised:

The position will directly supervise the Mexico city Assistant POSHO, and will so supervise the activities of the Assistant POSHO's located at the nine Consulates and nine Consular Agency's.

c. Available Guidelines:

15 FAM 900, 15 FAM 800, OBO safety, health, environmental, and fire related materials, the Department's Safety, Occupational Health and Environmental Management Resource Guide, as well as any post and country specific materials regarding local and on the job safety regulations and laws.

d. Exercise of Judgment:

A high degree of good judgment is required to keep USG programs and projects operational while avoiding loss or damage to mission personnel and property. The incumbent must take the initiative to research problems and find innovative solutions where no funds are involved.

e. Authority to Make Commitments:

No authority to financially commit the USG. The incumbent has authorized to request funds for the procurement of supplies and materials necessary to support the safety program and training of individuals.

f. Nature, Level and Purpose of Contacts:

Daily contact with American and Locally Engaged Staff of all USG agencies at all organizational levels, contractors in the performance of duties, local government, host government, and U.S. Government health and safety officials. Contact with OBO/OPS/SHEM and OBO/OPS/ FIR.

g. Time Expected to Reach Full Performance Level:

One Year