

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST American Embassy Mexico City	2. AGENCY Department of State	3a. POSITION NO. A52-619
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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

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

b. New Position

c. Other (explain) Periodic update of duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/MEXICO CITY	Electronic Technician FSN-1205	5		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION Management	a. First Subdivision Facilities Management
b. Second Subdivision	c. Third Subdivision

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-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	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-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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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-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	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. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Assist in the hands on maintenance and repair of electronic equipment, including but not limited to fire alarm systems, emergency lamps, and paper shredders. The incumbent will be under the supervision of the senior Electronics Technician (A52-626), the Electrical Foreman (A52-668), the Electrical Engineer (A52-627), and the Non-Residential Operations Manager (A52-602).

14. MAJOR DUTIES AND RESPONSIBILITIES**100 %**

- Assist the senior Electronics Technician in the maintenance to all fire alarm systems. Repair and adjust various types of electronic equipment, and complete the Work Orders as assigned. **40%**
- Assist to make new electrical installations or modify and repair systems within the Chancery and other Government Owned Properties (GOP). Help to perform periodical checks, maintenance and repairs of the emergency generators in the Chancery and GOP. **30%**
- Perform hands on technical duties in the maintenance and repair shop for electronic and mechanical equipment such as controllers, switches, and timers. Determines if electronic equipment must be referred to outside service providers; Connects and provides maintenance to special set-ups involving intercommunication systems. Checks electronic drawings and all information required to analysis, adjust, or repair systems and components. **20%**
- Assist in other maintenance activities such as cleaning, painting, lubrication, patching, finishing work, and moving appliances. Perform other duties as directed in the support of Embassy activities **10%**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:
Completion of High School is required. Must have completed two years of Technical training as an Electronic technician.
- b. Prior Work Experience:
A minimum of one year experience in electronic equipment repair and installation.
- c. Post Entry Training:
Will be trained as necessary in Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, WebPass, and refresher courses in MS Word, MS Excel, and MS Power Point.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Spanish Level III, reading, written, and spoken
English Level II, reading, written, and spoken
- e. Job Knowledge:
Must have a working knowledge of in the field of electronic maintenance, and new components and devices.
Must have knowledge of the use and care of the safety equipment appropriate to the electronic field.
Must have a user's knowledge of email and Microsoft programs Word, Excel, Power Point etc).
- f. Skills, and Abilities:
Must be able to read blue prints, system schematic and understand technical language and nomenclature.
Must be able to work unsupervised.
Must possess a valid local driver license.

16. POSITION ELEMENTS:

- a. Supervision Received:
Incumbent is directly supervised by senior Electronic Technician in position A52-626.
- b. Supervision Exercised:
No direct supervision duties. The incumbent may be tasked with leading a work team operating in the electronic field.

- c. Available Guidelines:
15 FAM, OBO/Guidelines, National Fire Protection Association code manuals, Uniform Building Code, National Electric Code, International building codes, Mexican building codes, Architectural and Graphics Standards, US Embassy (OBO) Design Standards.
- d. Exercise of Judgment:
Must exercise sound judgment in resolving system malfunctions, implementing repairs and updating the senior Electronic Technician, Electrical Foreman, or Electrical Engineer. Must exercise good judgment in determining, and implementing the best course of action while providing a safe working environment for all participants.
- e. Authority to Make Commitments:
No authority to make financial commitments on behalf of the US government. This position has authority to commit materials as required to the task.
- f. Nature, Level and Purpose of Contacts:
Daily contact with Embassy staff members. Contact with vendors, contractors and local service providers.
- g. Time Expected to Reach Full Performance Level:
Six Months