

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 City	2. AGENCY State	3a. POSITION NO. A52-005		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.				
4. REASON FOR SUBMISSION X a. Redescription of duties: Position No. <u>A52-005</u> (Title) <u>Project Planner /Manager</u> (Grade) _____ b. New Posit: c. Other (explain) <u>UPDATE OF POSITION</u>				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/MEXICO CITY	PROJECT PLANNER/MANAGER FSN-1205 -9	FSN-9	<i>dlm</i>	<i>12-27-2012</i>
b. Other				
c. Proposed by Initiating Office Facility Management				
6. POST TITLE POSITION (if different from official title) Roving Maintenance Inspector		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION Facility Management Office		a. First Subdivision		
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.		
<div style="border: 1px solid red; height: 100px; width: 100%;"></div>		<div style="border: 1px solid red; height: 100px; width: 100%;"></div>		
Typed Name and Signature of Employee Date (mm-dd-yyyy)		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 <div style="border: 1px solid red; height: 80px; width: 100%;"></div>		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. <div style="border: 1px solid red; height: 80px; width: 100%;"></div>		
Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		Typed Name and Signature of Admin or HRO Date (mm-dd-yyyy)		

13. BASIC FUNCTION OF POSITION

Incumbent performs regional and local site surveys for projects to develop and drafts the required correspondence required to initiate a project as required by OBO for all GO/LTL properties and STL functional buildings used as consulates and consulate agencies, 9 Consulate and 13 Consular agencies throughout Mexico. Will assist Facility Managers drafting projects at the new Consulate Compounds, NCC as well as in other duties as required

14. MAJOR DUTIES AND RESPONSIBILITIES

Prepares Scopes of Work (SOW) for all projects assigned and prepares detailed planning and estimating to provide to the contracting officer the Independent Government Estimate, IGE, Serves as COR for all regional and local projects. In accordance with OBO standards the Incumbent must prepare drawings and specifications and comments in ProjNet to be reviewed and permitted prior to the contract solicitation process. Particular attention will be given to Safety, Health and Environmental Management (SHEM) requirements. Must adhere to all OBO International building codes and the national Fire protection Administration codes in particular NFPA for all NCC's accessibility UFAS standards will be adhere to in all renovations and reconfigurations. The incumbent must become the subject matter expert (SME) for OBO standards. **45%**

Prepares project drawings and contract specifications for use by contractors in submitting bids for projects. Conducts pre-bid, site review and preconstruction meetings. Assists in the bid review in concern with the bid review panel and will answer technical questions as appropriate. Performs contract management work including review of the contractor material submittals, bonds and insurance and submits to the contracting officer, CO indicating approval or rejection. Prepares contractor inspection notes makes field visits during construction phase and interfaces with the contractor around project schedule, budget, change orders desired and interpretation of project documents, codes or construction standards. **40%**

Incumbent will draft correspondence to measure contractor progress and submit trip reports that originate in Mexico City reviewed and counter signed by the Senior Facility Manager through the Senior Facility Management Engineer prior to submission to OBO area Management and other OBO offices as appropriate. Can Be assigned other duties not otherwise classified but within the frame work of the duties and responsibilities contained in his position description. **15%**

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Four years (equivalent to a BA/BS) University Degree in Architecture or an Engineering discipline.
- b. Prior Work Experience:
Three to five years experience in project management within a range of USD 25,000 – 500,000
- c. Post Entry Training:
SHEM-POSHO course, OBO/FAC Hazmat course, ProjNet, AutoCAD, COR other correspondence courses relating to project management and construction contracting, Sustainability training for Green Embassies
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level 4 (written and spoken) English ability is required
Level 4 Spanish is required
- e. Job Knowledge:
Incumbent must be thoroughly familiar with Mexican construction practices, must also have a complete understanding of US Construction Codes International Building Codes and OBO international building codes and practices. 15 FAM and FAH must be able to use Project Management software be able to accomplish Planning and Estimating for projects (P&E)
- f. Skills, and Abilities:
Must have valid driver's license. Possess excellent interpersonal skills to be able to interact with the customer. Must be able to use AutoCAD for drawings, Microsoft Project and navigate in ProjNet (proprietary OBO software. Use of Microsoft Excel, Word and other software as applied to project management. Must have a valid driver's license.

16. POSITION ELEMENTS:

a). Supervision Received:

Assigned to the Engineering division supervised by an American Facility Manager, incumbent will receive day-to-day supervision from the Senior Facility Engineer.

b). Supervision Exercised:

On occasion the incumbent will supervise an engineering aid engaged in projects assigned.

c). Available Guidelines:

Post Management Notices, 15 FAM/FAH Safety Handbook, Facility Management (FAC) website, OBO website, SHEM website contracting officers representative correspondence handbook and the handbook for construction contracting for CORs'

d). Exercise of Judgment:

Incumbent must exercise considerable judgment in the executing of assigned duties. This is especially important in dealing with contractors and Mission personnel. All verbal correspondence must be followed up with official written correspondence.

e) Authority to Make Commitments:

Under the direction of the contracting officer will draft change orders for contracts and process paperwork for notices to proceed. REAs and other contracting correspondence

f). Nature, Level and Purpose of Contacts:

Mission personnel Management in the field (Consulates) Management Officers, Principal Officers, Company (business) representatives and contractors

g). Time Expected to Reach Full Performance Level:

One year