

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. A52-664
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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. Redescription of duties: This position replaces
 Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Update of PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ESCORT-FACILITY MAINTENANCE, FSN-701	FSN-2	<i>elm</i>	12-05-12
b. Other				
c. Proposed by Initiating Office				

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

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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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. _____ Typed Name & Signature of Section Chief or Agency Head Date(mm-dd-yy)	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. _____ Typed Name & Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Performs all duties of escort, by monitoring and escorting non-cleared personnel (contractors/vendors) into controlled access areas (CAA) or other locations within Mission facilities and grounds. Some after-hours, weekend and holiday work may be required.

14. MAJOR DUTIES AND RESPONSIBILITIES **100% OF TIME1.**

- Request contractors/vendors and gather all necessary documentation to obtain the access authorization. Follow up in the Regional Security Office all access authorization documents.
- Ensure that all contractors/vendors know the security regulations before and during the work.
- Pick up the contractor's personnel at the main entrance of the chancery, escort them to the job site, remain with them at all times and escort them out.
- Keep a hand-written log book of each project to be used as back up info for the project director's official log.
- Supervise the contractor's work and report any problem/deficiency to LES supervisor.
- May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs, security oversight, and/or other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of local secondary school
- b. Prior Work Experience:
Two years of prior work experience in progressively responsible office management duties.
- c. Post Entry Training:
One day on-site guidance for escorting activities, with the RSO. One day on-the-job basic guidance for maintenance/escort activities.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level 1 English (rudimentary) is required.
Level 4 Spanish (fluent) is required
- e. Job Knowledges:
Must have general administrative/clerical experience and demonstrated good interpersonal skills.
- f. Skills, and Abilities:
Use of fax and handheld communication radio operation. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

16. POSITION ELEMENTS:

- a. Supervision Received:
Incumbent works under the direct supervision of LES supervisors who will assign duties and schedule activities in coordination with the Facilities Manager.
- b. Supervision Exercised:
None
- c. Available Guidelines:
RSO access authorization rules for non-cleared personnel. Maintenance technical books and specs sheets of materials. Appropriate DOS 12 FAM regulations regarding physical security programs and protection of classified materials and equipment.
- d. Exercise of Judgment:
Incumbent will decide if the contractor is meeting the security and the facilities maintenance requirements. If not, will report it immediately to his supervisor or walk the contractor out of the building. While performing maintenance/repair work, may have to face and solve minor problems.
- e. Authority to Make Commitments:
None
- f. Nature, Level and Purpose of Contacts:
It may be necessary that incumbent contact other embassy personnel affected by a maintenance or repair to inform them of the type of work, its duration and how they will be affected.
- g. Time Expected to Reach Full Performance Level:
Four months.