

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Mexico City	<b>2. AGENCY</b> Department of State	<b>3a. POSITION NO.</b> A52-638
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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. X Yes No A52-607**

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces  
 Position No. \_\_\_\_\_ Maintenance Mechanic-Steelworker (Title) FSN-1210 (Series) 4 (Grade)
- b. New Position
- c. Other (explain) Periodic Update- No change in duties or responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority <u>HE/FRC</u>	<u>MAINTENANCE MECHANIC</u> <u>FSN-1210-4</u>	<u>FSN-4</u>		
b. Other				
c. Proposed by Initiating Office				

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

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <u>Raul Juarez</u> _____ Typed Name and Signature of Employee      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)
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<b>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.</b>  _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	<b>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 FSN standards.</b>  _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**  
 As a member of the FAC Metal Shop the incumbent performs a combination of skilled blacksmith/welder and semi-skilled mechanic tasks. Perform a full range of metal fabrication and welding tasks. Perform preventative and repair work to all metal gates, fences, roofs, barricades, safety railings, curtain fences, turnstiles, and other fabricated metal structures. Assist of the FAC members to build dry walls, false ceiling, plaster, and painting work, assemble of modular furniture, repair a variety of mechanical equipment, and escorting contractors.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**
- As assigned by the Metal Shop Foremen conduct various activities using AC/DC arc welding, GMAW (gas metal arc welding), Oxy-Acetylene welding, plasma cutters, and metal fabricating equipment to build or repair as needed. **65%**
  - Assist the other Chancery Building Operations staff members in mixing cement, building dry walls, false ceiling,

installing vinyl tile and carpet, assemble of modular furniture, demolition of structures, repair a variety of mechanical equipment such as pumps, compressors, blowers, turnstiles, and the like. Perform general cleaning when the job is completed. **20%**

- Drive a truck or other US government owned vehicle to transport tools, equipment, materials and personnel to and from work locations. Purchase materials and escort contractors. **10%**
- Perform other duties as assigned in support of Embassy activities. **5%**

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education:

Completion of Middle School required. (Local secondary school)

### b. Prior Work Experience:

One year of journeyman blacksmith and welder experience is required.

### c. Post Entry Training:

Will be trained as necessary in Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, MS Word, MS Excel, and MS Power Point.

### d. Language Proficiency: List both English and host country language(s) by level and specialization.

Spanish level III reading and writing required.

English level I reading and writing required.

### e. Job Knowledge:

Must have knowledge of Blacksmith/welder processes. Also knowledge of dry wall, plastering, ceramic/vinyl tiling, painting, and the safe used of the related hand and power tools. Must be knowledgeable of the various types of personal protective equipment, and how this equipment is used.

### f. Skills and Abilities:

Must be able to use general office equipment (PC, fax, office scanner, and copier) and have basic keyboard skills and computer literacy.

Must be able to use a handheld communication radio and cell phones.

Must be observant, flexible and service oriented.

Must be able to withstand somewhat physically demanding activities such as prolonged periods of standing/walking, climbing ladders, working in cramped spaces, work at locations ranging from ground level to roof level, and at times working in inclement weather.

Must be able and willing to work irregular hours and to be available for work on short notice.

**Must possess a valid driver's license.**

## 16. POSITION ELEMENTS

### a. Supervision Received:

Directly supervised thru the Metal Shop Foreman by the Building Engineer.

### b. Supervision Exercised:

No Supervision duties. May provide guidance and direction to contractor or work team as assigned.

### c. Available Guidelines:

Written and verbal instructions and guidance from the Metal Shop Foreman and the Building Engineer. Equipment technical manuals and other trade related literature.

### d. Exercise of Judgment:

The incumbent must exercise good judgment and preform work in a safe manner. Report all malfunctions and mishaps to his/her Metal Shop Foreman and the Building Engineer. When escorting a contractor report all actions

that do not meet the security or Facilities Management requirements. While performing maintenance/repair work, may have to face and solve minor problems.

e. Authority to Make Commitments:

No authority to make financial commitments.

f. Nature, Level, and Purpose of Contacts:

Will have daily contact with the Embassy community. May need to contact office staff to arrange access for the execution of repairs.

g. Environmental:

Prolonged periods of standing/walking and somewhat physically demanding activities both indoor and outside. Work locations will range from ground level to roof tops. This could include positions on scaffolding or cramped spaces. Shop work and at times working outside in inclement weather. Incumbent must have ability to climb vertical and extension ladders as required, ability to stand for long periods of time. Work locations will range from on the ground to on roof tops.

h. Time Expected to Reach Full Performance Level:

Six months.