

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)

|  |                           |   |
|--|---------------------------|---|
| <b>1. POST</b><br>US EMBASSY MEXICO CITY | <b>2. AGENCY</b><br>STATE | <b>3a. POSITION NO.</b><br>312801 A52-677 |
|--|---------------------------|---|

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.  
 Yes 312801 A52-669     NO

**4. REASON FOR SUBMISSION**

a. Re-description of duties: This position replaces  
 Position No. A52-677 Residential Inspector (Title) 1205 (Series) 7 (Grade)

b. New Position

c. Other (explain) Updated PD

| 5. CLASSIFICATION ACTION  | Position Title and Series Code                 | Grade    | Initials | Date<br>(mm-dd-yy) |
|---|--|----------|----------|--------------------|
| a. Post Classification Authority<br>HRO/Florida Regional Center | <b>Residential Maintenance Inspector, 1205</b> | <b>8</b> |          | 10/20/15           |
| b. Other  |  |          |          |                    |
| c. Proposed by Initiating Office                                |  |          |          |                    |

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|--|----------------------------|
| <b>6. POST TITLE POSITION (if different from official title)</b> | <b>7. NAME OF EMPLOYEE</b> |
|--|----------------------------|

|  |   |
|--|---|
| <b>8. OFFICE/SECTION</b><br>US Embassy Mexico City/ Management | a. First Subdivision<br>Facilities Management |
| b. Second Subdivision  | c. Third Subdivision                          |

|  |  |
|--|--|
| <p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p>_____<br/>                 Typed Name and Signature of Employee                      Date(mm-dd-yy)</p> | <p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b> <i>n</i></p> <p>_____<br/>                 Typed Name and Signature of Supervisor                      Date(mm-dd-yy)</p> |
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| <p><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></p> | <p><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 3 FAH-2 standards.</b></p> <p>_____<br/>                 Typed Name &amp; Signature of Admin or Human Resources Officer                      Date(mm-dd-yy)</p> |
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**13. BASIC FUNCTION OF POSITION**  
 Inspects over 100 Government Owned (GO) properties to ensure they are adequate and safe for occupancy; according to SHEM standards and US codes. Conducts various inspections to identify the nature and extent of maintenance, repair, and improvements required for Posts residential properties.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

The incumbent conducts various types of inspections and is not limited to: Make-Ready, Pre-Departure, Arrival, and New property inspections. Performs safety and general condition inspections to guarantee the property is suitable and safe for occupancy based on the DOS safety and health standards, the National Electrical Code, and local codes.

The incumbent writes an inspection report which contains: assessment of the maintenance required for the property; digital documentation of vital maintenance repairs and improvements; and estimated cost of maintenance requirement. Submits the inspection reports to the Residential Inspector Supervisor, POSHO Assistant, when property requires a Certification of Occupancy, and GSO Real Property, as required.

When projects are performed by in house technicians or a contractor, the inspector will act as Contract Officer Representative (COR). The incumbent will prepare scopes of work (SOW) and ensures work is completed in a timely manner. **50%**

The incumbent will inspect new properties being considered to join the Housing Pool and confirm that they meet DOS and POSHO standards and that the property is free from recognized hazards that can cause death or serious harm. The Inspector will submit reports to the Residential Inspector Supervisor, POSHO Assistant, when property requires a Certification of Occupancy, and GSO Real Property, as required.

When work orders (WO) are performed at properties, the inspector conducts follow up inspections to ensure correction made satisfactorily and completely.

Assists the Residential Inspector Supervisor in managing Maintenance Contracts, BPA's and other types of acquisitions. Provides inter-section training to new and current technicians/inspectors as required. **45%**

The incumbent can be assigned to temporary duties to meet mission goals including VIP visits and major embassy events. **5%**

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Bachelor's degree from a recognized university in Architecture, Civil, Electrical, or Mechanical Engineering.

b. Prior Work Experience:

A minimum of 3 years of progressive responsible experience in a building construction, residential management, or facilities management position, in which two of the years should be in project supervision and/or inspection.

c. Post Entry Training:

15 FAH FM handbook, A/POSHO training and OJT training in Embassy procedures and practices. Ability to learn U.S building codes. HAZMAT Management Training SHEM work requirements and practices.

d. Language Proficiency:

- Level 3 spoken and written English is required.
- Level 3 spoken and written Spanish is required.

e. Job Knowledge:

Comprehensive knowledge of local building codes and requirements are required, solid understanding of design, construction, and maintenance procedures. Must have the ability to use AutoCAD to develop/modify drawings and able to recognize the need for maintenance/repair of buildings or equipment: to develop cost estimates, labor estimates, repair/renovation plans, and evaluate conformance to specifications, adequacy, and quality of work. Good knowledge of Micro-Soft Suites.

f. Skills, and Abilities:

Must be able to plan, schedule, and organize effectively. Must be able to work efficiently and independently of immediate supervision. Must have proven skills in Architecture, Civil, Electrical, or Mechanical Engineering discipline, and ability to acquire technical knowledge on other disciplines to ensure that repair and maintenance work is being conducted properly. Self-starter with a high value for the customers' needs and value of the services of the contractors he/she monitors. Must possess a valid driver's license. Must be able to lift 20 lbs.

**16. POSITION ELEMENTS:**

- a. Supervision Received:  
Under the direct supervision of the Residential Inspector Supervisor.
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
15 FAM, LES Handbook, OBO guidelines, U.S. Electrical, Structural, and Mechanical codes and local codes.
- d. Exercise of Judgment:  
Exercises a high degree of initiative and judgment in the quality of work performed. Ensures that all job activities and duties are performed in a responsible manner to avoid creation of safety health hazards. Ensures that all personnel conform to established safety policy and procedures. Ensures that the POSHO and other appropriate officials are informed of any accidents, illnesses, or injuries that occur on the job, and of any unsafe or hazardous conditions. As COR for contracted projects the incumbent will monitor project operations and act accordingly within the limits of the contract.
- e. Authority to Make Commitments:  
No authority to make commitments.
- f. Nature, Level and Purpose of Contacts:  
Must be able to deal effectively with all persons including Embassy staff, their family members, contractors, and vendors.
- g. Time Expected to Reach Full Performance Level:  
Six months