



**70% Operation and Maintenance:** Performs skilled journeyman mechanic level repair and maintenance work on the basis of work orders and verbal instructions from Trades Foreman, FSN Maintenance Supervisor and/or the American Facility Maintenance Specialist/General Services Officer. Work assignments may include but not limited to: installation, maintenance, and repair of all kind of appliances such as: washers, dishwashers, dryers, gas and electrical stove/ovens, microwave ovens, electrical water heaters, distillers and other similar devices. May use electrical testing instruments and other equipment in diagnosing problems. May perform repairs on site as well as in the shop. Performs preventive maintenance tasks on appliances according to schedule and keeps records. Maintains a stock of spare parts and consumables necessary for emergency repair/replacement and preventive maintenance of appliances. Defines the scope of work, contacts contractor representatives for needed service, oversees and confirms successful completion of maintenance tasks by Embassy outside contractors as required. Drives Embassy vehicles in performance of official duties.

**20% Preventive Maintenance:** Performs preventive and corrective maintenance of automated fire systems installed at Post. Performs installation, maintenance check of all Compound and residential smoke and carbon monoxide detectors. Maintains a stock of spare parts and consumables for emergency repair/replacement and preventive maintenance of fire systems and detectors. Keeps records for all maintenance checks performed.

**10% Other duties:** Supports other maintenance crew-members performing a number of semi-skilled tasks such as painting, carpentry, mechanical and other trades assigned by Trades Foreman, FSN Maintenance Supervisor, FMS or GSO. Other duties as assigned.

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of secondary school and completion of a technical school or apprenticeship in a maintenance trade are required.

b. Prior Work Experience:

At least three years of prior experience in the electrical field at a full/skilled journeyman level.

c. Post Entry Training:

On the job training will be provided.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level II (limited knowledge) Speaking/Reading/Writing English is required.

Level III (good working knowledge) Romanian and Russian are required.

e. Job Knowledge:

Good working knowledge of diagrams pertinent to incumbent's craft, of related equipment, devices, and materials required. Basic knowledge of local vendors of necessary service/materials is needed.

f. Skills and Abilities:

Must be skilled in the installation and maintenance of electric and electronic devices and appliances. Must be able to use common trade tools and measurement equipment. Must have type "B" local driver's license. Must have basic computer skills, including familiarity with Microsoft Office Suite (Excel, Word, Outlook, Access).

16. Position Elements

a. Supervision Received:

Supervision is received through the Trades Foreman. Also receives instructions from the Maintenance Supervisor, FMS and/or GSO Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

6 FAM. GSO Handbooks. Post policies and regulations. SHEM requirements and guidelines. ICASS service standards; Residential safety, health and fire prevention.

d. Exercise of Judgment:

A moderate amount of judgment is required to accomplish duty assignments due to the nature and need for troubleshooting problems and solving them 'on the job'. Must be able to determine when to report a problem to supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel including eligible family members and house staff in performance of duties.

External: Communicates with local suppliers/contractors for needed service/parts.

g. Time Expected to Reach Full Performance Level:

Three months.