



**Carpentry - 80%:**

Performs full journeyman mechanic level carpentry work on the basis of work orders and verbal instructions from the Trades Foreman, FSN Maintenance Supervisor and/or the American Facility Maintenance Specialist (FMS) or General Services Officer (GSO). Work assignments may include, but not limited to: repairing, rebuilding, and refinishing wooden office and household furniture; upholstery work; constructing and repairing structural woodwork, building framework; building and installing walls, wall coverings, partitions, fences, benches, floors, doors, windows and any other type of structure using carpenter's hand and power tools such as ban and circular saw, shapers, drills, latches and senders. Installs and repairs all kind of floor covering like: parquet, laminate, linoleum, carpet and other for this purpose. Hangs pictures and other items on walls and ceilings, other surfaces as needed. Installs and repairs all kind of doors and windows, as well as installs/adjusts/repairs all types of hardware and accessories on doors and windows, working with glass or plastic if required. May build shelves, cabinets, tables, and other straight-line type furniture by sanding, filling, treating with preservatives, and finishing with varnish, lacquer, oil, French polish, etc. May refinish and varnish stairway, banisters, etc. Builds, repairs and renovates fine furniture. Paints, plasters and repairs all types of surfaces and other trade related work.

**Other duties - 20%:**

Requests services and/or goods through Web Pass to have assigned tasks done as required. Supports other maintenance crew-members performing a number of semi-skilled tasks, such as painting, plumbing, mechanical work and other duties assigned by Trades Foreman, FSN Maintenance Supervisor, FMS or GSO. Provides timely feedback to requestor and FSN/American Supervisors about work order status. Drives Embassy vehicles in performance of official duties. 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 carpentry 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:

Must have full journeyman mechanic knowledge of established carpentry practices and procedures, good working knowledge of diagrams pertinent to carpentry craft, of related equipment, devices, and materials required. Basic knowledge of local vendors of necessary service/materials is needed.

f. Skills and Abilities:

Must have type "B" local driver's license. Must be skilled in the installation and maintenance of carpentry devices. Must be able to operate various trades hand and power tools. 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 receive instructions from the Maintenance Supervisor, FMS and/or GSO Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

6 FAM. GSO Handbook. Post's Facilities Management Make Ready Guide and Residential Safety Handbook. 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 determine when the Embassy is running dangerously low on an item, and must be able to fix it using local available items to meet needed quality; and determine when a problem should be reported to the supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel, Eligible Family Members and any residential staff in performance of duties.

External: Communicates with local suppliers/contractors for needed service/parts, as well as landlords or building managers.

g. Time Expected to Reach Full Performance Level:

Three months.