

80% Electrical: Performs full journeyman mechanic level electrical work on the basis of work orders and verbal instructions from 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: installation, power supply, repair and maintenance of all electrical/electronic devices and appliances, power supply panels, power supply backup generators within Embassy Compound buildings and residential quarters. Performs preventive maintenance tasks on electrical panels and equipment within Embassy buildings and residential quarters according to Embassy Preventive Maintenance Program, makes and keeps records if required. Defines the scope of work, oversees and confirms successful completion of maintenance projects by Embassy outside contractors as required. Drives Embassy vehicle in performance of official duties.

20% Other duties: Requests services and/or goods through Global Maintenance Management System (GMMS) to have assigned tasks done as required. Provides timely feedback to requestor and FSN/American Supervisors about work order status. Supports other maintenance crew-members performing a number of semi-skilled tasks, such as painting, carpentry, plumbing, mechanical and other trades assigned by Trades Foreman or FSN Maintenance Supervisor. Performs 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 the electrical field 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 is 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 electrical and electronic devices and wiring. Must be able to use common trade tools and measurement equipment. Must have basic computer skills, including familiarity with Microsoft Office Suite (Excel, Word, Outlook, and Access). Must have type "B" local driver's license.

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 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 accomplish duty assignments due to the nature and need for troubleshooting problems and solving them 'on the job'. Determines 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 including EFMs and any residential 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.