

13. BASIC FUNCTION OF POSITION:

The incumbent's primary responsibility is to maintain the power and Heating, Ventilation and Air Conditioning (HVAC) systems of the Embassy under the general supervision of the Facilities Manager (FM).

14. MAJOR DUTIES AND RESPONSIBILITIES:

% of Time
60%

Performs electrical preventative maintenance and minor repairs of the building power generation and distribution system, and HVAC systems. Incumbent performs periodic checks and inspections on all electrical building engineering services to include; power and generation, transformers, lighting etc. Ensures that the systems are maintained in proper working condition at all times. Executes preventive maintenance tasks per the manufacturer recommendations. Ensures proper use of time, tools, materials, parts and provides data on all completed preventive maintenance tasks, spares, consumables and chancery fuel storage. Based on instructions from the Facility Manager Assistant, executes assigned maintenance work orders. Performs hands-on repairs of the electrical, heating and air conditioning equipment based on approved work orders. Performs electrical repairs on various equipment and appliances in use to include 45 residential quarters.

20%

In addition, the incumbent performs duties as a Government Technical Monitor (GTM) to assist the Contract Officer Representative in monitoring a contractor's performance and liaison with the General Services Office. Incumbent will be appointed by the Facility Manager to provide technical monitoring, advice, and assistance to aid in the monitoring and evaluation of the contractor's performance for various services.

10%

The incumbent performs regular occupational fire/life/safety inspections in accordance with OBO/Safety, Health, and Environmental Management policy and reports status to the Maintenance Supervisor. He/she ensures maintenance of log books for operation of various electrical and mechanical systems. Miscellaneous tasks may include installation of new appliances, interior wiring, plumbing repair, miscellaneous cabling and relocation of equipment, and shop maintenance and upkeep.

10%

Other assigned duties: Supports Post activities including events, relocations, emergency actions, escorting and monitoring contractors on site. Assists other offices as part of the maintenance team.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of high school, vocational technical institute and four years apprenticeship with emphasis on electrical, heating, ventilation and air conditioning systems is required. Provide all documents for courses taken.
- b. **Prior Work Experience:** Ten years of progressively responsible experience in the operation and maintenance of building engineering services with emphasis on controls and other ancillary systems. Three years experience in large modern commercial or Government building is required. Some experience in generators, lighting, power and generation, transformers. power factor correction, fire alarms, automatic transfer switches, relay logic controls, electronics and elevators. Experience working with U.S. building, trade, construction, fire and safety codes and standards with preferably two years of experience with a U.S. company or a U.S. Government agency is desirable.
- c. **Post Entry Training:** On-the-job training and instructions from the supervisor. Online Foreign Service Institute (FSI) courses are available for additional training. Ethics for New Locally Employed Staff (PA453); and Cyber Security Awareness Course (PS800).
- d. **Language Proficiency:** Level 3 English (Good working knowledge) ability is required.
- e. **Knowledge:** Must have full journeyman knowledge of established electrical trade practices for construction, maintenance and repair. Must have the ability to perform preventive maintenance inspections and service, be able to record information on required documentation, and perform maintenance as required by the inspections performed. Ability to understand and follow written instructions required. Must be able to record information on the required documentation and perform preventative maintenance as required. He/she is responsible for his/her tools and equipment to include safety items. Knowledge of the NEC (National Electrical Code) and previous work in a Government establishment is desirable. Computer literacy in Microsoft office applications is preferable. Knowledge of U.S. building, trade, construction, fire and safety codes and standards is desirable.
- f. **Skills and Abilities:** Must be able to work unsupervised using the tools and equipment of the trade to accomplish assigned tasks. Ability to understand and follow written instructions required. Ability to use a variety of powered and non-powered hand tools of the electrical and mechanical trades is required. Ability to read and understand electrical layout drawings and electrical schematic diagrams is required. A local driver's license is required. May be required to travel overseas and within country for training and other duties.

16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent receives general supervision from the Facility Manager Assistant.
- b. **Available Guidelines:** Maintenance plan, manuals, plans, specifications, manufactures literature and Department of State guidelines.

- c. **Exercise of Judgment:** Assigned to determine the best method of repair or appropriate maintenance. Determines and implements the best course of action for providing a safe working environment for the Embassy and all workers.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Interacts with technicians, supervisors, customers and when assigned, provides quality assurance of subcontractor work.
- f. **Supervision Exercised:** Assigned as the lead technician on work orders and will fill in for the Facility Manager Assistant in his absence.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** Twelve (12) months.