

13. BASIC FUNCTION OF THE POSITION

The incumbent's primary responsibility is to perform all installation, maintenance and repair of electrical wiring, equipment, and fixtures using acceptable methods and practices established by industry standards in U.S. Embassy properties, including the Embassy, and all other US Government owned or leased properties. Assigned as the lead technician on electrical work orders and performs other basic facility maintenance services as required for the purpose of ensuring the efficient and effective functioning of the Facility Maintenance section.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Electrical Preventive Maintenance and Repairs (50%)

a. Performs electrical preventive maintenance of the building power generation and distribution systems. Incumbent performs periodic checks and inspections on all electrical building engineering services to include; power and generation, transformers, lighting etc. Ensure that electrical systems are maintained in proper, working condition at all times. Execute 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 and consumables. Provides recommendations on tasks needing outsourcing.

b. Performs electrical repairs of the building power generation and distribution systems. Performs hands-on repairs of electrical systems, heating and air conditioning equipment based on approved work orders. Performs electrical repairs on various equipment and appliances in use to include all U.S. Government owned and leased properties.

B. Other Facility Maintenance Services (50%)

a. 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 Maintenance Supervisor to provide technical monitoring, advice, and assistance to aid in the monitoring and evaluation of the contractor's performance for various services, e.g. Electrical and general repairs, as completed by contractors.

- b. Shared Responsibilities:**
 1. Performs general maintenance services, such as replaces broken windows and installs window blinds; repairs doors, door locks and closets; hanging mirrors and whiteboards; minor plumbing, carpentry tasks and painting; installation of new appliances, interior wiring; miscellaneous cabling and relocation of equipment; plumbing repair, and shop maintenance and upkeep.
 2. Responds to routine and emergency calls for general repairs and service.
 3. Supports Post activities including events, relocations, and emergency situations during and after work hours for the purpose of resolving immediate safety concerns.
 4. Provides escort duties and monitoring of contractors when dealing with their assigned tasks.
 5. Serves as back up to other Facility Maintenance team members and performs necessary administrative duties as required.

- c.** 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. He/she is responsible for his/her tools and equipment to include safety items.

- d.** Performs other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** Completion of year twelve (12) secondary school (4 years Secondary Education) is required. **Must** hold practicing license and be fully registered by Electrical Workers Registration Board as an Electrical Service Technician (EST or ESTB) and Electrical Installer.

- b. Prior Work Experience:** Five to seven (5-7) years of progressively responsible experience in the operation and maintenance of building engineering services with emphasis on controls and other ancillary systems. Three (3) years experience in commercial or government buildings is required. Expert knowledge and experience in generators, lighting, power and generation, transformers, power factor correction, fire alarms, automatic transfer switches, relay logic controls, electronics and basic knowledge in elevators. One to two (1-2) years basic experience in general facility maintenance including general repairs e.g. repairing doors, door locks and closets; hanging mirrors and whiteboards; plumbing and carpentry tasks.

- 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). New Zealand Registered Electrician Certificate and Electrical Workers Registration to be kept up to date and current.
- d. **Language Proficiency:** Level 3 English (Good working knowledge) ability is required.
- e. **Knowledge:** Must have full Tradesman knowledge of established electrical trade practices for construction, maintenance and repair. Must have knowledge of NEC (National Electrical Code). Computer literacy in Microsoft office applications. Knowledge in general facility maintenance including general repairs, plumbing and carpentry tasks.
- f. **Skills and Abilities:** Must have the ability to perform preventive maintenance inspections and service, be able to record information on required documentation, and perform routine maintenance as required. Must have the ability to understand and follow written instructions and be able to work unsupervised using the tools and equipment of the trade. 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. Incumbent should possess outstanding interpersonal skills and provide excellent customer service. Must have the ability to plan, organize and prioritize own work schedule and meet consistently changing demands. A full driver's license is required. May be required to travel to service other U.S. government buildings such as the Consulate General in Auckland etc.

16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent receives general supervision from the Facility Maintenance Supervisor.
- b. **Supervision Exercised:** Provides work guidance to subcontractors on work assignments, as required.
- c. **Available Guidelines:** Maintenance plan, manuals, plans, specifications, manufactures literature and Department of State guidelines.

- d. **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.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** Interacts with technicians, supervisors, customers and when assigned, provides quality assurance of subcontractor work.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** Twelve (12) months.