

14.0 Operations and Maintenance Support**70% of Time):**

Examines equipment or makes diagnostics test to determines nature and extent of work necessary. Disassembles equipment and adjust, repairs, or replaces defective parts or components to correct malfunctioning motors, compressors, cooling units, condensers, valves, relays, switches, pipers, and other controls, using hand tools such as screwdrivers, wrenches, and pliers, welding, soldering, cutting equipment and various electric and other testing instruments.

14.01 Periodically inspects, tests, cleans, and services equipment especially during make readies and preventive maintenance. Ocassionally directs the work of trade helpers and labors.

14.02 Interpretes checklists, schedules and manufacturer's instructions to accomplish tasks and report problems or deficiencies to the Foreman or other Supervisor.

14.03 When assigned unscheduled work, determines the nature and scope of task, materials and tools required and keeps Foreman advised of the status or difficulties in completing the assignment. Determines material requirements, identifies part numbers in catalogs and completes expendable materials request to obtain materials from the embassy store. The incumbent is responsible for proper use accountability and to return all unused materials drawn from the store.

14.04 The incumbent is responsible for all USG issued tools, clothing, safety equipment or other items issued for his/her use and all USG and trade safety practices are to be observed at all times. Safety hazards or concerns observed by the incumbent are to be reported immediately to the Foreman or Facility Manager. The incumbent may be assigned to rotating shift work, including evening, weekend or holiday duty.

14.1 Logistical Support**(20% of Time):**

May be required to operate government vehicles for movement of employees or materials to/from work sites, procure emergency or priority materials in local markets and act as infrequent petty cash holder. Duties also may include escorting and monitoring the activities of contractors on USG property. Incumbent is required to assist the Facility Maintenance personnel and other trade as part of the maintenance team, as directed by the Facility Manager or Maintenance Supervisor.

14.2 Other Duties**(10% of Time):**

Performs other duties as assigned by the Facility Manager, Maintenance Supervisor or an assigned supervising Engineer/Foreman.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of Secondary school is required. Completion of vocational training or apprenticeship recognized as producing journeyman air-conditioning skills, or equivalent experience is required.

b. Prior Work Experience:

One year of journeyman mechanic in air-conditioning and refrigeration experience is required.

c. Post Entry Training:

A/C Refrigerant recovery system training.

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

Level III oral/written English proficiency is required.

d. Job Knowledges:

Must have journeyman mechanic knowledge in air-conditioning and refrigeration.

e. Skills and Abilities:

Must be able to use all types of A/C tools. Must possess valid drivers licence to enable him drive government owned vehicle to and from work site.

16. POSITION ELEMENTS :

a. Supervision Received:

Directly supervised by the A/C Maintenance Foreman.

b. Supervision Exercised:

None

c. Available Guidelines:

Diagrams, Blueprints, and instruction manuals for equipment.

d. Exercise of Judgement:

Will determine when parts are needed as replacement while performing preventive maintenance or make readies.

e. Authority to Make Commitments:

N/A

f. Nature, Level, and Purpose of Contacts:

Daily contact with Americans and other FAC staff at low and medium organizational levels and local contractors in the performance of duties.

g. Time Expected to Reach Full Performance Level:

6 months.