

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <p style="text-align: center;">Lagos</p>	2. AGENCY <p style="text-align: center;">State</p>	3a. POSITION NO. <p style="text-align: center;">A52912</p>
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.  Yes  No

**4. REASON FOR SUBMISSION**

- a. Redescription of duties: This position replaces  
 Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) Annual Review of Position Description

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <small>(mm-dd-yyyy)</small>
a. Post Classification Authority	<b>Auto Mechanic – PSA 1020</b>	FSN 5		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)  

Auto Mechanic

**7. NAME OF EMPLOYEE**

**8. OFFICE/SECTION**

Location 13

a. First Subdivision

Management Section

b. Second Subdivision

General Services Section

c. Third Subdivision

Vehicle Maintenance Shop

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed name of Employee

Printed name of Supervisor

Signature of Employee

Date(mm-dd-yyyy)

Signature of Supervisor

Date(mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed name of Section Chief or Agency Head

Printed name of Admin or Human Resources Officer

Signature of Section Chief or Agency Head

Date(mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date(mm-dd-yyyy)

**13. BASIC FUNCTION OF POSITION**

Performs repairs of light, heavy, and armored gasoline and diesel powered motor vehicles and forklifts. Examines vehicles to determine problems, carries out needed repairs, and performs safety checks and periodic maintenance. Responsible for knowing and adhering to shop safety procedures. Reports to the shop foreman any repairs not specified on the service work order. Performs repairs of car air conditioning systems, including the replacement of air conditioning parts and the filling of appropriate gas into the system.

100 % OF TIME

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

Examines shop repair orders and follows instructions on repairs. Performs diagnostic tests to determine the nature and extent of repair work necessary. Performs major and minor overhauls and repair work on engines, transmissions, brake systems, springs, shock absorbers, fuel systems, steering mechanisms, engine electrical systems, air conditioning systems, and other vehicle components. Uses tools and equipment of the trade, including testing and analysis equipment, to determine faults for repairs. Reports additional faults not on the service order to the maintenance foreman for further action. (50%)

Adjusts or replaces malfunctioning parts as appropriate. Performs safety checks and preventive maintenance checks on vehicles and vehicle repair tools. Performs road testing of vehicles after repairs and operates the wrecker to recover broken down vehicles from one location to another. Operates official vehicles sent to the maintenance shop as necessary. May direct the work of a lower level employee assigned to assist. (30%)

Performs repairs of car air-conditioning systems, including the replacement of air conditioner parts and the filling of appropriate gas into the system. (15%)

Ensures that all job activities are performed in a responsible manner to avoid the creation of safety or health hazards. Ensures that all personnel conform to established safety or health policies and procedures. Properly utilizes appropriate personal protective equipment as required by the job activity. Should accidents, illnesses, or injuries occur, ensures that the POSHO and other appropriate officials are informed. May be assigned to work weekends or holidays. Performs other duties as may be assigned by the supervisor. (5%)

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of secondary school with vocational training in Automotive Mechanic work is required.
- b. **Prior Work Experience:** At least five years of general auto-mechanic's experience, mainly in the areas of servicing, overhauls, and repairs of engines, transmissions, brakes, steering, air conditioning and electrical components of American motor vehicles (General Motors, Chevrolet suburbans and cars, Ford, and Chrysler motor vehicles).
- c. **Post Entry Training:** Three months to learn workshop procedures for Preventive Maintenance checks, vehicle repairs and parts requisitioning.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (I, II, III)  
Level 3 proficiency in both oral and written English is required. Must be able to read, understand, and use technical manuals to repair vehicles.
- e. **Job Knowledge:** Possess the ability and skills to diagnose, service, repair and overhaul engines, transmissions, brakes, steering, car air conditioning, and electrical components of General Motors suburbans and cars, Ford, and Chrysler vehicles.
- f. **Skills and Abilities:** Must possess a valid Nigerian's driver license to operate light vehicles and trucks. Must have the skills and ability to operate the wrecker and tow vehicles from one location to another. Must be able to carry out vehicle repair work without supervision.

#### **16. POSITION ELEMENTS**

- a. **Supervision Received:** Supervised by the Maintenance Foreman (N52712)
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** FAH and Standard Operating Procedures. Technical manuals. Supervisor for guidelines and advice on work assignments.
- d. **Exercise of Judgment:** Must be able to correctly identify problems during vehicle diagnosis and repair.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level and Purpose of Contacts:** Maintains a professional relationship with vehicle maintenance supervisors and colleagues.
- g. **Time Expected to Reach Full Performance Level:** Three months.