

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of high school from a vocational school with specialization in electricity is required.
- b. Prior Work Experience:
Three years experience working as an electrician and repairing other appliances is required.
- c. Post Entry Training:
Must be a certified journeyman in electricity. During probationary period, incumbent must take SHEM Training. Also, must receive on-the-job training to learn location of all offices, to be aware of what kind of systems serves each building, and to be aware, in at least very general terms, of all agencies at post and how they interact.
- d. Language Proficiency:
Level I (Rudimentary) speaking/reading/writing English is required. Level III (good working knowledge) speaking/reading/writing Spanish is required.
- e. Job Knowledges:
Must know good safety and understanding of tools and equipment used in trades especially electricity. Good knowledge of what parts, equipment and brands are readily available in country and where is required. Must know local codes and requirements. Good knowledge of electrical and mechanical skills is required. Basic knowledge on how to prepare estimates.
- f. Skills and Abilities:
Must be able to assess independently all technical electrical problems. Must be able to repair most any electrical problem, or recommend a process to do so and must defer to supervisor when a purchase is required. Also needs to be able to assess and repair problem with common household appliances, such as washing machines, dryers, dehumidifiers, etc. Must possess a driver's license. Must be able to lift heavy weights. Must be able to work as part of a team.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the FSN Maintenance Supervisor and American FMS.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Post policies and guidelines. Instructions from FSN Supervisors and American Facility Manager.
- d. Exercise of Judgment:
Able to exercise proper judgment in use of all tools and materials. Must work in a safe manner and should be able to keep control of all the tools for all trades.
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Communicates with American Employees at all levels and their dependents when working in their homes. Also, communicates with FSN at all levels.
- g. Time Expected to Reach Full Performance Level:
One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of time

25%

2. Assists FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs for all office and residential problems. Work is primarily based on submitted work orders. According to the maintenance supervisor's instructions, supports other areas of maintenance to repair appliances, perform basic carpentry, plumbing, masonry, and refrigeration. Uses all hand and power tools of trades. May be called on to lift boxed, equipment or perform other types of manual labor to include furniture and appliances. Serves as Duty Maintenance as required. This involves being on call for any maintenance problem outside of duty hours. Answers emergency calls that come from the Facility Manager or the Maintenance Supervisor.

3. Performs other duties as required. Required to drive motor vehicles and forklift.

5%