

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A52634
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) To reflect the name of current American Supervisor

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Maintenance Mechanic(Painter), 1210	FSN-4; FP-AA	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Maintenance Mechanic/Painter	7. NAME OF EMPLOYEE ROUSE, David
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision General Services Office	c. Third Subdivision Maintenance Section

9. This is a complete and accurate description of the duties and responsibilities of my position. <u>David Rouse</u> <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. <u>Jose Caballero/Mainte. Supervisor</u> <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. <u>Steven Kisling</u> <small>Typed Name and Signature of American Supervisor Date(mm-dd-yy)</small>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <u>Guillermo Soriano, HRO</u> <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION

Perform as painter, including as an expert in color mixing and varnishing, in USG properties. Also repairs USG-owned appliances and assists in the general maintenance activities associated with office and residential problems outside of the painting specialty.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
See Attached page	

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High school diploma from a vocational school is required.
- b. Prior Work Experience:
Three years experience working as a painter is required.
- c. Post Entry Training:
None. During probationary period incumbent must take training in color mixing and varnishing, painting course with the new technology, safety procedures Training and USG Safety Standards Training. Also, incumbent will receive on-the-job training to learn location of all offices, kind of systems that serves each building, learn in general terms, all agencies at post, and how they interact.
- d. Language Proficiency:
Level I (Rudimentary Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledges:
Basic knowledge in all trade disciplines is required to include electricity, carpentry, plumbing, masonry, and refrigeration. Must know and understand safety of painting material and equipment used in trades. Basic knowledge of repairing appliances is required. Incumbent must know what parts, equipment, brands, models, etc. are readily available in country and where.
- f. Skills, and Abilities:
Must be able to assess independently all technical problems related to painting. Must know to repair any painting problem, or recommend a process to do so. Must defer to supervisor when a purchase is required. Must possess a valid driver's license.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the Maintenance Supervisor.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Post policies and Standard Operating Procedures (SOPs). 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 safety 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 and their dependents when working at their homes. Communicates with co-workers and other FSNs from other sections. Communicates with outside contractors.
- g. Time Expected to Reach Full Performance Level:
One year.

14. Major Duties and Responsibilities

% of

1. Performs painting in all USG properties, as directed by Maintenance Supervisor and Facilities Manager. Tracks preventive maintenance schedules and general performance of equipment as required. 40%
2. Assist FSN Maintenance Supervisor and other maintenance workers in construction projects and repairs of all office and residential problems. Work is primarily based on completed work orders 30%
3. 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 boxes, equipment or perform other types of manual labor to include furniture and appliance moves. 15%
4. 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 Facility Manager or the Maintenance Supervisor. 10%
5. Performs other duties as required. Required to drive motor vehicles and forklift. 5%