U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Panama	STATE	A52634

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. A52634 , Painter (Title) 1210 (Series) FSN-4 (Grade)

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Housing Inspector-1205	FSN-8/FP-6	MAM	05/31/2011
b. Other				
c. Proposed by Initiating Office	Residential Housing Inspector	FSN7/FP7		

6. POST TITLE OF POSITION (if different from official title) Residential Housing Inspector	7. NAME OF EMPLOYEE
8. OFFICE/SECTION U. S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision Facilities Management	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee — Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Typed Name and Signature of Local Supervisor — Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor — Date(mm-dd-yy)	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. Typed Name and Signature of Human Resources Officer — Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager, this position is responsible for the inspection and evaluation of all residential property currently leased or in consideration of being leased by the U.S. Embassy Panama. The inspections will evaluate and report on the mechanical, electrical and structural integrity of the residence and will be used to determine the appropriateness of specific properties for inclusion in the Embassy housing pool. Once part of the housing pool, inspections will be ongoing to ensure the properties suitability is maintained. This will include but is not limited to evaluation prior to the arrival and departure of occupants as well as intermittent inspections throughout the term of the lease. The position will complete and maintain inspection reports for all residences and update the file with any major projects done to the residence by the landlord.

14. MAJOR DUTIES AND RESPONSIBILITIES

INSPECTOR — 60 % OF TIME

Views and evaluates potential housing and makes recommendations on suitability for leasing. If the property meets all the Department of State regulations, the inspector will prepare a concise list of elements for the landlord to complete and provide it to the leasing department for their negations with the landlord prior to the lease being signed.

SEE ATTACHED PAGE

15. **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education:

Completion of a vocational trade school in the electrical or mechanical field is required.

b. Prior Work Experience:

Five years of experience in the electrical or mechanical field is required and one year of experience as building/house inspector is required.

c. Post Entry Training:

Must possess a Construction Engineering Technician Certification (or Equivalent certification) issued by the Junta Tecnica de Ingenieria y Arquitectura (MOP). Basic computer skills to include Word, Excel, Access, Internet, etc. Incumbent will receive on-the-job training on Post Policies and Regulations, OBO Regulations, Housing Regulations, etc.

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

Level III (Good Working Knowledge) Speaking/Reading/Writing the English Language is required. Level IV (Fluent) Speaking/Reading/Writing the Spanish Language is required.

e. Job Knowledge:

Must have excellent knowledge of at least two trades—preferably electrical and mechanical. Must have a good working knowledge of internationally accepted practices of all other trades (plumbing, masonry, etc). Must have thorough knowledge of all mechanical and electrical systems in residential housing. Must have good understanding of the National Electric Code. Must possess computer skills to include Word, Excel, Access, Internet, etc.

f. **Skills and Abilities:**

Must possess excellent customer service skills. Must possess a valid Panamanian Driver's license
Must be able to draft written reports, work orders and general correspondence.

16. **POSITION ELEMENTS**

a. Supervision Received:

Directly supervised by the Maintenance Supervisor.

b. Supervision Exercised:

Does not have direct supervision of staff. Provides daily guidance/instructions to over 3-5 staff and oversight during make-ready of housing. This would be giving instructions and at times assigning of tasks, etc.

c. Available Guidelines:

Post Regulations, American and Panamanian construction Codes.

d. Exercise of Judgment:

Always in the best interest of the U.S. Mission

e. **Authority to Make Commitments:** None

f. Nature, Level and Purpose of Contacts:

The Job Holder is the Point Of Contact for all USG employees and landlords responding to general housing issues. Instructs contractors and maintenance workers in regards to performance of specific jobs/projects and work requests.

g. **Time Expected to Reach Full Performance Level:** 6 months.

14. MAJOR DUTIES AND RESPONSIBILITIES (Cont.)

HOUSING INSPECTION (Cont.)

Manages all make readies for new leases and residences that are in the housing pool and being reassigned to incoming employees. Coordinates with the landlord or their agent to ensure all identified requirements in the inspection report are completed and the make ready deadlines are met. Inspects all residential property after pack-out but before departure of occupant and reports on condition of the property. Upon dropping of a property from the housing pool the inspector will oversee the return of property to its original condition as requested before turnover to landlord.

Inspect and monitor work being performed during the make ready by the landlord contractor and the in-house staff maintenance. Inform the leasing department once the make ready is complete.

Brief incoming employees and family members on post housing policies and occupant responsibilities. Conduct walk through of residence and shows residents how to shut off electricity, gas, water and the location of smoke detectors and fire extinguishers. Inform new tenants of the trash collection schedules and recycling options in their area.

Other General Duties 40%

-- Serves as the a point of contact for all USG employees and landlords, responding verbally, or in writing, on general housing issues and questions;
-- Conducts annual inspections on SHEM requirements for residences;
-- Process landlord work orders and closeout when complete
-- Maintains files for each residence