



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 <p align="center">Panama</p>	2. AGENCY <p align="center">State</p>	3a. POSITION NO. <p align="center">A52668</p>		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A52635, A52640, A52663, A52667, A52638				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Recruitment Process				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority HRO	Maintenance Mechanic (Electrician), 1210	FSN5 FP9	GS	05/02/07
b. Other				
c. Proposed by Initiating Office GSO		FSN5		
6. POST TITLE OF POSITION (If different from official title) <p align="center">Electrician</p>		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION <p align="center">US Embassy</p>		a. First Subdivision <p align="center">Administrative Section</p>		
b. Second Subdivision <p align="center">Facilities Maintenance Office</p>		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
----- Typed Name and Signature of Employee Date (mm-dd-yyyy)		----- Typed Name and 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.		
----- Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		----- Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION Performs as a maintenance and repairment for all electrical systems in USG properties or other short term leased properties as directed. Repairs and maintains NEC equipment and electrical appliances. Performs duties as journeyman level electrician working independently or with a helper. Incumbent will plan, schedule, and carry out assigned tasks for preventive maintenance, routine electrical maintenance, and emergency electrical repairs. Will stand after-hours duty as assigned.				

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Performs maintenance, installation, and repair of electrical systems, components, and equipment in all USG properties and short-term leased properties as directed by the LES Maintenance Supervisor and/or the Facility manager. Carries out preventive maintenance schedules for the New Embassy Compound (NEC) and ancillary facilities. 70%
2. Provides routine assistance to the LES Maintenance Supervisor in support of special project requirements at the NEC and the Chief of Mission Residence (CMR). May be assigned independently to monitor electrical contractor work in the NEC or CMR. Will serve as the electrical quality control inspector for contract work where designated. May be assigned to provide electrical support to elevator and other electrical contractors. 15%
3. Provides support to all other Facility shops where electrical expertise is required, such as appliances, plumbing, and refrigeration. Will use and maintain all hand and power tools of the maintenance trades. May be called on to lift or move heavy equipment or appliances. Serves as on-call Duty Maintenance Technician as required. This involves being available for any maintenance problem outside of normal duty hours. 10%
4. Performs other related duties as required, including operating a motor vehicle, manlift, and forklift. 5%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of high school diploma is required.

b. Prior Work Experience:

Three years experience working as a journeyman level electrician in either the construction, residential, or industrial fields. Experience working with motor controllers, high voltage circuit breakers, and electrical switch gear apparatus necessary. Reading and use of electrical plans and schematics necessary. Experience with diesel powered generators at medium voltage range.

c. Post Entry Training:

During probationary period, incumbent must complete a U.S. Safety, Health, Environmental Management (SHEM) training course offered at Post. Will receive on-the-job training to learn location of all electrical and mechanical spaces. must be aware of type of systems that serve each building. Will receive guidance in processing USG requests for services and procedures for Fire and Life Safety drills and actual events.

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

Level I (Rudimentary) speaking/reading/writing English language is required. Level III (good working knowledge) speaking/reading/writing Spanish language is required.

d. 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.

e. Skills and Abilities:

Must be able to assess independently all technical electrical problems. Must be able to repair most any electrical problems, 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 valid local driver's license (Type "C"). Must be able to lift heavy weights. Must be able to work as part of a team. Must possess a license as a journeyman electrician from the Junta Tecnica de Ingenieria y Arquitectura de Panama. (Panama Technical Board of Engineering and Architecture).

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 Judgement:

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.