



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;">PANAMA</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number <p style="text-align: center;">NEW Position</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 Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position Facility Maintenance Assistant

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Facility Maintenance Assistant	FP		
b. Other				
c. Proposed by Initiating Office	Facility Maintenance Assistant	FP		

6. Post Title Position (If different from official title) <p style="text-align: center;">Deputy Facility Manager</p>	7. Name of Employee <p style="text-align: center;">New</p>
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8. Office/Section <p style="text-align: center;">Management Office</p>	a. First Subdivision <p style="text-align: center;">Facility Management Section</p>
b. Second Subdivision	c. Third Subdivision

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.
<p style="text-align: center;">_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	<p style="text-align: center;">John B. Drexler, Facility Manager 02-19-2013 Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</p>

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.
<p style="text-align: center;">Joni Scandola, Management Counselor Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p style="text-align: center;">Terry Owens, HRO Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)</p>

13. Basic Function Of Position
 The Facility Maintenance Assistant serves as the Deputy Facility Manager and is responsible for the continuity of support of the facility maintenance program at the U.S. Mission, New Embassy Compound (NEC) Panama. The incumbent is responsible for meeting overall ICASS customer service expectations as they relate to all residential and non-residential building preventive, scheduled, and routine maintenance operations. The incumbent will work closely with the two Facility Service Coordinators and the LES Facility Supervisor to track, complete, and close out all open and outstanding work orders. Incumbent will report to the American Facility Manager for supervisory and professional instruction.

14. Major Duties and Responsibilities 65 % of Time

1. The incumbent is primarily responsible for managing the Facility Maintenance Work Order program. He/she requests frequent updates on the progress of outstanding work orders from the LES Facility Supervisor and LES Facility Engineer. The incumbent is responsible for frequent quality control visits to U.S. Government owned property and leased residences. Assists the Facility Manager in the overall management of the section. Act s on behalf of the Facility Manager during his/her absence.

2. He/She provides day to day oversight of both residential and non-residential building maintenance through the assigned Facilities staff. The incumbent is responsible for investigating with the Facility Engineer and advising the Facility Manager on specific building maintenance needs at all official building sites. 35%

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(See Addendum 1)

15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary/high school is required.
- b. Prior Work Experience
2 year experience working in an office environment, 1 of which must have been as a Manager/supervisor in a technical position.
- c. Post Entry Training
Subject to funding and course availability, post will enroll the incumbent into a SHEM sponsored Integrated Pest Management training seminar to assist the incumbent in providing knowledgeable answers to pest problems incurred at post. The incumbent will also be enrolled in an FSI training course - PA 296 How to be a Contracting Officer Representative. Must be able to obtain a Top Secret Security Clearance.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
English Level IV (Fluent) speaking, reading, and writing is required. Spanish level II speaking and reading highly desirable.
- e. Job Knowledge
Must demonstrate knowledge of the US Mission Panama roles and responsibilities after six months. Basic knowledge of USG guidelines and regulations for personnel security matters as CAA Escort and demonstrate basic knowledge of U.S. building codes where applicable to local contractors. Knowledge of the the physical infrastructure, grounds, utilities, and physical security of the NEC is required. Knowledge of computer applications such as Microsoft Excel and Office is required.
- f. Skills and Abilities
Must have well developed written and oral communication skills. Must be an active and objective listener and have the ability to motivate personnel. Must be able to use computers, create and navigate a variety of programs including Microsoft Word, Excel and Microsoft Outlook. Must be able to effectively use and navigate the Internet. Must have strong, proactive and customer oriented interpersonal skills. Local drivers license for Class B vehicles is required. Plan and schedule daily work load. .

16. Position Element

- a. Supervision Received
Directly supervised by the Facility Manager (FM). May receive guidance from the General Services Contracting Officer on contract and procurement issues.
- b. Supervision Exercised
Incumbent directly supervises the LES Facility Supervisor and Facility Engineer in the performance of their duties. Indirectly supervises all LES technical and gardening personnel in the absence of the respective LES supervisor. Provides oversight and quality control of contractor performance.
- c. Available Guidelines
Foreign Affairs Manual and Handbook, specifically 15 FAM and 15 FAH-2. Publications from OBO/SHEM website (www.obo.state.gov) i.e. Post Management policy and notices. Guidance from the Facility Manager.
- d. Exercise of Judgment
Works closely with Facility Manager but may act independent of direct supervision to judge level of effort or accomplishment of Facility personnel. Will develop responses to oral and written inquiries on facilities maintenance and service issues for both the NEC and short term leased residences involving landlord intervention. May decide schedule of activities for work schedule and make independent changes where no conflict arises.
- e. Authority to Make Commitments
May commit USG purchased materials and available manpower to complete work already approved or to accomplish work related to urgent or emergency intervention as long as no financial transaction is required.
- f. Nature, Level, and Purpose of Contacts
Extensive contacts with all members of the Mission, American community including employees and members of household. May have external contacts including local contractors and businesses in order to request services and respond to inquiries about contract schedules, issues, and general follow up.
- g. Time Expected to Reach Full Performance Level
One year probationary period for full performance level achievement. Six month review of probationary performance required.