

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Assist FSN Maintenance Supervisor, Maintenance Foreman and journeyman level maintenance workers in the construction and repair of all office and residential problems/work orders. Performs constructions or repair in carpentry, locksmith, plumbing, painting and masonry. 80%
2. Uses all hand and power tools of trades. May be called on to lift boxes, equipment and perform other types of manual labor to include furniture and appliance moves. 15%
3. Performs other related duties as required. May be required to drive motor vehicles and fork trucks. 5%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

High school diploma from a vocational school with specialization in carpentry is required.

b. Prior Work Experience:

Three to five years experience working as a carpenter or as maintenance helper is required.

c. Post Entry Training:

None. During probationary period, incumbent must be take training in all trade disciplines at a basic level. Must be trained in security at work. Must receive on-the-job training to learn location of all office, to be aware of what kind of systems serves each building and also learn, in at least very general terms, all agencies at post and how they interact.

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

Level II (limited knowledge) Speaking/Reading/Writing English is required. Level III (good working knowledge) Speaking/Reading/Writing Spanish is required.

d. Job Knowledges:

Good knowledge of carpenter. Basic knowledge of journeymen level skills. Must have good knowledge of locksmith. Basic knowledge of what parts, equipment and brands are readily available in country and where is required. Basic knowledge of local codes and requirements is required. Must know how to use different tools for carpentry.

e. Skills and Abilities:

Must have the ability to assess independently all technical problems related to carpenter and locksmith. Must be able to repair most any problem, or recommend a process to do so. Must defer to supervisor when a purchase is required. Also needs to be able to assess and repair basic problems with common household appliances, such as washing machines, dryers, dehumidifiers, etc. Must possess a valid driver license (Type C), a good driving record and at least five years as a licensed driver. Must be able to lift heavy wood pieces and appliances. Must be able to work in a team.

16. POSITION ELEMENTS :

a. Supervision Received:

Directly supervised by the FSN Maintenance Supervisor and American FMS.

b. Supervision Excercised:

None.

c. Available Guidelines:

Post policies and guidelines. Instructions from FSN Supervisor 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:

Contacts with American Employees and their dependents. Communicates with FSNs at all levels, FSN Maintenance Supervisor and American FMS.

g. Time Expected to Reach Full Performance Level:

One year.