

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post PANAMA	2. Agency DEPARTMENT OF STATE	3a. Position Number 313201 A52671		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Refr. /AC Mechanic, 1210	FSN-7; FP-7	TE	6/2/2015
b. Other				
c. Proposed by Initiating Office	BAS/HVAC Controls Technician			
6. Post Title of Position (if different from official title) BAS HVAC Technician		7. Name of Employee		
8. Office/Section U.S. Embassy Panama		a. First Subdivision Management Section		
b. Second Subdivision Facility Maintenance Section		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ 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. _____ Printed Name of Chief or Agency Head _____ Signature of Chief or Agency Head Date (mm-dd-yyyy)		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. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. Basic Function of Position Employed as a Heating, Ventilation and Air Conditioning (HVAC) Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. The incumbent specializes in HVAC control systems of automated equipment and assisting in the programming control sequences, control devices and their interface with the Building Automation System (BAS) to maintain optimized system performance and equipment maintenance				
14. Major Duties and Responsibilities				

Operation Support 50% of time

1. Maintains and operates the BAS HVAC Control System and other building mechanical systems. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems, and other control devices.
2. Serves as the Building Automation System Technician (BASET) in the production of computer generated reports from the Building Automation System, which is the backbone of the HVAC Control System, to troubleshoot and diagnose trending data.
3. Performs preventive maintenance on the HVAC Control System and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).
4. Inspects, tests, evaluates, calibrates and updates of the BAS and HVAC Control System and wiring to improve reliability and to assure dependability and safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine and emergency condition inspections, as required by manufacturer requirements, on all systems and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
5. Ensures proper use of time, tools, specialty diagnostic devices materials, parts and provide data on all completed preventive maintenance task, spares, and consumables.

Maintenance Support 35% of time

1. Analyzing HVAC Control Systems, obtaining and documenting critical performance data to be reported to the Facility Manager (FM) or supervising engineer detailing operational proficiency. Data consists of power consumption, evaluations and historical data reviews, and systems performance requirements. Reviews reports and logs generated by the HVAC Controls to analyze the systems performance.
2. Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
3. Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
4. Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated control devices.

Logistic Support 10% of time

1. Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
3. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility

Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

Other Related Duties as Assigned 5% of time

15. Qualifications Required For Effective Performance

- a. Education: **Completion of secondary school or vocational school is required. Must have an Airconditioning Technician License from an accredited institution or from the Junta Tecnica de Ingenieria y Arquitectura de Panama.**
- b. Prior Work Experience: **Three (3) years of experience as a Heating, Ventilation and Air Conditioning (HVAC) Technician is required. A minimum of two (2) years of experience working in a large, modern, commercial or Government office building in operations and maintenance is required.**
- c. Post Entry Training: **Two (2) years of journey-level training in the repair and maintenance of digital building control systems. Training plans will be coordinated by the Facility Manager: PA522 Building Automation Systems, PA 523 HVAC Building Automation Fundamentals for Building Managers, PA524 Electrical Power Generation. Training to operate work order system.**
- 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) in both English and Spanish is required.**
- e. Job Knowledge: **Must have good working knowledge of building mechanical control systems (structure and design), direct digital control technology, devices and sequence of controls. He or she must be familiar with international building, mechanical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is required. Knowledge of normal, standby, and emergency modes of building systems is required. Must be proficient in the use of Microsoft Office software and AutoCad.**
- f. Skills and Abilities: **Must be able to test mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building mechanical control automated systems and all associated devices. Must be able to work with building systems powered by emergency standby generator, distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Driver License Type C.**

16. Position Elements

- a. Supervision Received: **Incumbent receives general supervision from the Building Engineer and or Facility Manager.**
- b. Supervision Exercised: **None. This position may require short term monitoring of contractor work and performance.**
- c. Available Guidelines: **Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, operations and maintenance manuals, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.**
- d. Exercise of Judgment: **Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the Embassy/ Consulate staff and all visitors.**
- e. Authority to Make Commitments: **Authority to make commitments on materials, specifications and designs as authorized by the Facility Manager or an assigned Supervising Engineer.**
- f. Nature, Level and Purpose of Contacts: **He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Facility Manager.**
- g. Time Expected to Reach Full Performance Level: **6 to 8 months.**