

14. MAJOR DUTIES AND RESPONSIBILITIES.

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.

2. Calibrates, repairs installs and replace HVAC electronic controls to include thermostats, timers, VAV sensors and control devices and a multitude of electrical and mechanical devices such as relays, switches, thermal couples, motors, capacitors, contactors, solenoids, coils, expansion valves metering devices and compressors. Provide preventive maintenance to the tower coolers. Performs cleaning, repairing and/or replacing parts of two 420 ton each commercial/industrial chilled water systems.

3. Uses all hand and power tools of trades. May be called on to lift boxes, equipment or perform other types of manual labor to include furniture and appliance moves.

95%

4. Performs other related duties as required such as but not limited to appliances repair, carpentry, plumbing, masonry, paintings and refrigeration with supervisor's instructions. Drive motor vehicle and operate fork truck.

5%

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE.

a. Education:

High School Diploma required.

b. Prior Work Experience:

A minimum of your years of experience working with air-conditioners (splits pack units, central units and appliances).

c. Post Entry Training:

Completion of different trainings in HVAC trade on the job.

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

Level I (Rudimentary knowledge) speaking/reading/writing English and level III (Good working knowledge) speaking/reading/writing Spanish required.

e. Job Knowledge:

Journeyman level skills and knowledge of a least one trade discipline. Excellent knowledge of basic construction and maintenance practices. Good safety knowledge and understanding of tools and equipment used in trades.

f. Skills and Abilities:

Abilities to work in all trades as a sub-journeyman or helper. With direct instructions from a journeyman can operate totally independently in most situations. Incumbent must be willing to work in any trades discipline. Skilled in all types of A/C appliances. Must possess a valid Panamanian driver's license. (Type C) and must possess a certification or license in any trade 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 FSN Engineer and American FMS.

b. Supervision Exercised:

None

c. Available Guidelines:

Post policy. Instructions from FSN supervisors and American Facility Manager. Incumbent may be required to serve in any GSO Section in case of problems and he/she will be required to follow instructions from that section head as needed.

d. Exercise of Judgment:

Able to exercise proper judgment in use of all tools and materials. Must work in a safely 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:

Will be required to enter American Employees homes and Embassy offices. Must be able to work with others in GSO, American Officers and their dependents.

g. Time Expected to Reach Full Performance Level:

One year.