

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 US Department of State	3a. Position Number 313201 A52676		
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 <u>Safety/Maintenance Inspector</u> <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Maintenance Inspector - 1205	FSN-8	WON	10/14/2015
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Safety Program and Residential Inspector		7. Name of Employee		
8. Office/Section Management Section		a. First Subdivision Facilities Management		
b. Second Subdivision		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. Incumbent serves as the Safety Program and Residential Inspector with responsibility for assisting the Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health, and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post as required by 15 FAM 900 and 15 FAM 800; assures that all government owned and leased property in country meet the requirements of 15 FAM 253.5, 15 FAM 432, 15 FAM 840, and 15 FAM 950, as well as other related Departmental requirements which may exist. To include Residential Maintenance Inspections for Make Readies.				

14. MAJOR DUTIES AND RESPONSIBILITIES.

Safety: Schedules and performs required safety and health and fire inspections of US Mission, including offices, residences, annexes, and warehouses for conditions that pose an imminent threat to occupants and structure. Performs visual inspections to include; residential made ready, fire detection, alarm, general shop and project safety. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determines methods for correcting identified safety and fire hazards, electrical and plumbing hazards, coordinates to implement solutions. Prepares reports of findings and recommendations and oversees completion of hazard abatement. **45 % OF TIME**

Inspections: Inspects all residential properties and equipment to determine nature and extent of maintenance, alteration, and repairs required, and to determine need for maintenance and repairs, to estimate the kind, amount and cost of material and manpower needed. Makes recommendations for needed repairs to the Residential Maintenance Supervisor for make readies and turnover properties. Inspects maintenance, alteration, and repair work performed in-house or by contract for progress, conformance to specifications, quality of materials, and adequacy of the work. **45 % OF TIME**

Logistic Support:

1. Maintain the SHEM MRS Database
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.)
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. **10 % OF TIME**

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:

The position requires successful completion of two (2) years university or college studies.

b. Prior Work Experience:

Minimum three (3) years' experience in the maintenance or construction field performing repair work or in the field of occupational safety; and two (2) years as Construction Supervisor or quality control inspector managing resources and people.

c. Post Entry Training:

Training plans will be coordinated by the Facility Manager and Post Management. Occupational Training, Fire requirements training, Integrated Pest Management Training, COR Training, First Aid Training.

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

Level 3/3 in both English and Spanish language written, speaking and reading proficiency required.

e. Job Knowledge:

The incumbent shall possess job knowledge to include general maintenance practices, use of electrical testing equipment (Multimeter), hand tools and gas powered equipment, basic math and the ability to use measurement tools, and computer literacy for Microsoft Office. Knowledge of safety equipment and the proper usage of the equipment.

f. Skills and Abilities:

The incumbent shall have a good working knowledge of general maintenance practices, to include working with different types of power and manual hand tools. Should have strong mechanical thinking skills, for solving routine equipment maintenance and repairs. Must possess a Panama driver license (type C).

16. POSITION ELEMENTS.

a. Supervision Received:

Incumbent receives general supervision from the Facility Manager or Supervising Engineer.

b. Supervision Exercised:

Position may be required to supervise contractors as necessary.

c. Available Guidelines:

Global Maintenance Management System (GMMS) training guide, Facilities Maintenance Handbook, Post Housing Handbook; Post Operations and Maintenance manuals. Post correspondence manuals are additional guidelines and references. OBO Operations and Maintenance library, manuals, specifications, manufacturer's equipment technical literature, construction library and Department of State Guidelines. Department of State rules and regulations including the Foreign Affairs Manual (FAM), Instruction from the Supervisor, Facility Manager, and established trade and practices for work colleagues.

d. Exercise of Judgment:

Incumbent makes routine judgment decisions when making repairs, ordering material, and making purchases. Determines and implements safe working procedures and environment for mission personnel, contractors and visitors.

e. Authority to Make Commitments:

Limited to assigned tasks by the Facility Manager and/or Contracting Officer on material and equipment selections for contracts. The position has no direct authority to make commitments, but will coordinate with mission staff, maintenance LES, service contractors and vendors on approved commitments as directed by Facility Manager or upper level Management in his or her absence.

f. Nature, Level and Purpose of Contacts:

To the degree necessary, may contact selected offices of the Ministry of National Gas, and Electrical services as appropriate to affect the outcome of mishap investigations and reports. Interacts with staff supervisors, technicians, customers and if assigned, provides quality assurance of service contractors and vendors. Considerable contact with Embassy personnel, both American and Local staff and landlords and general contractors.

g. Time Expected to Reach Full Performance Level:

12 months