

14. MAJOR DUTIES AND RESPONSIBILITIES.**% OF TIME**

Employed as an Electrical Controls Technician to carry out skilled maintenance and repair work throughout the Embassy Compound buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Embassy Maintenance Supervisor or an assigned Supervising Engineer.

Operation Support: (50% OF TIME)

1. Maintains and operates the Electrical Power Control System and other building electrical systems. Included but not limited to, emergency generator controls, fire alarm control, fire suppression systems, automatic transfer switches, relay controls, programmable control systems for switch gear, variable frequency drive units, medium voltage transformers and motor control centers.
2. Assists the Building Automation System Technician (BASET) in the production of computer generated reports from the Building Automation System, which is the backbone of the Electrical Power Control System, to troubleshoot and diagnose trending data.
3. Performs preventive maintenance on the Electrical Power 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).
4. Inspects, tests, evaluates, calibrates and updates Electrical Power 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. fire safety, generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, 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.
6. Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.

Maintenance Support: (40% OF TIME)

1. Assists in analyzing Electrical Power Control Systems, obtaining and documenting critical performance data to be reported to the Embassy Maintenance Supervisor 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 Electrical Power Controls to analyze the systems performance and reports to the FM or supervising engineer.
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.

Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor

2. 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.

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:

Completion of secondary school or vocational school is required.

b. Prior Work Experience:

Three (3) years of experience as an Electrical Controls Technician with at least three (3) years of experience working in a large, modern, commercial or government office building in operations and maintenance is required.

c. Post Entry Training:

Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Windows will be provided. Vendor sponsored controls training will be sought. Training plans will be coordinated by the Facility Manager and Post Management. Additional available training includes the following:

FSI (Foreign Service Institute)/On Site:

PA522 Building Automation Systems;

PA524 - Electrical Power Generation for Facility Managers

and Distance Learning:

PA296 - How to be a Contracting Officer's Representative;

PA526 - ProjNet SM Facilitating Design and Construction Communication

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization (sp/read): Level III in both English and Spanish languages written, and spoken proficiency required.

e. Job Knowledge:

The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a good working knowledge of digital building control systems, building electrical control systems (structure and design), direct digital control technology, devices and control wiring. He or she must be familiar with international building, electrical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, electrical principles and theories, and familiarization of the proper use and hazards of chemical materials is required. Knowledge of normal, standby, and emergency modes of utility, generator, automatic transfer switches and UPS power is required. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs like AutoCAD. Knowledge of U.S. national electrician codes (NEC), building, trade, construction, fire, and safety codes and standards are required.

f. Skills and Abilities:

The incumbent shall have the skills and abilities in the following areas: testing electrical 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 electrical control automated systems and all associated devices. Additional skills include working with emergency standby generator systems; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license (Type C) is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

16. POSITION ELEMENTS

A. Supervision Received:

Incumbent receives general supervision from the Embassy Maintenance Supervisor or an assigned Supervising Engineer.

B. Supervision Exercised:

None.

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.

C. 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.

D. Authority to Make Commitments:

Authority to make commitments on materials, specifications and designs as authorized by the Facility Manager or an assigned Supervising Engineer.

E. 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.

F. Time Expected to Reach Full Performance Level:

6 to 8 months