

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 <b>Panama</b>	2. Agency <b>State</b>	3a. Position Number <b>A52605</b>		
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 type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) To update/revise information on PD 12/16/2015				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>HRO</b>	<b>Foreman, 1201</b>	<b>FSN-6; FP-8</b>	<b>MAM</b>	<b>03/11/09</b>
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> ) <b>HVAC Shop Foreman</b>		7. Name of Employee		
8. Office/Section <b>Management</b>		a. First Subdivision <b>Facility Maintenance</b>		
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)		
<b>13. BASIC FUCTION POSITION.</b>  Incumbent is responsible for providing guidance and assigning work to a crew of different maintenance disciplines of up to 8 persons. This employee assigns daily tasks to the air conditioning and appliance repair work to his crew. The HVAC and Appliance shop foreman coordinates transportation, tool requirements and materials and supplies for the crew to complete Work Order Request (WORS) assigned.				

14. MAJOR DUTIES AND RESPONSIBILITIES.

% OF TIME

1. Responsible for up to eight person maintenance crew. Incumbent is also responsible for the completion of Preventive Maintenance and Repairs Work Order Requests (WORs). Serves as Duty maintenance Technician  
35%
2. Explains to the team members the requirements of WORs and makes sure that everyone understands. Incumbent provides guidance on tasks to be done and will handle the WOR itself if required. If the task assigned is unknown to crew, incumbent will provide on-the-job training.  
25%
3. Incumbent assures proper completion of work orders. Responsible for ordering materials/supplies needed if not available and decides the amount needed. Responsible for reporting to direct supervisor anything in regard to equipment, tools, supplies that is needed for himself and the crew under his guidance.  
20%
4. Responsible for coordinating transportation for the maintenance crew. Must assure tools, equipment and materials are available to the team members to complete WORs assigned especially when working outside the Embassy. Must be able to drive Embassy vehicle to offsite locations to obtain supplies, transport crew, etc.  
10%
5. Performs other related duties as required.  
10%

**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 high school is required.

b. Prior Work Experience:

Three years of Heating Ventilation and Air Conditioning (HVAC) or electrical or construction or roofing experience is required. Six months supervisory experience is required.

c. Post Entry Training:

Must possess Construction Engineering Technician Certification and Refrigeration Certification issued by the Junta Técnica de Ingeniería y Arquitectura.

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

Level III Speaking/Reading/Writing Spanish (Good Working Knowledge) is required. Level II (Rudimentary) Speaking/Reading/Writing English is required.

e. Job Knowledge:

Must possess excellent knowledge of electrical theory, appliances and air conditioning system repair. Must understand Panamanian and US National Electrical Code (NEC). Must know how to read and draw electrical, plumbing and mechanical and architectural/structural blueprints. Basic knowledge of Microsoft Suite.

f. Skills and Abilities:

Must possess a valid Panamanian Driver's license. Must be able to drive a forklift. Must be able to drive off drive ATV. Must know how to use equipment and Tools related with electrical, plumbing, mechanical and air conditioning system.

**16. Position Elements**

a. Supervision Received:

Directly supervised by the FSN Engineer.

b. Supervision Exercised:

None

c. Available Guidelines:

Post regulations, FAC standard operating procedures. International Building Codes (IBC).

d. Exercise of Judgment:

Always in the best interest of the U.S. Mission, methods required to accomplish the work.

e. Authority to Make Commitments:

Only those related to his area of work.

f. Nature, Level and Purpose of Contacts: Vendors at hardware stores and customers. Also Services and Preventive Maintenance Contractors during scheduled visits.

g. Time Expected to Reach Full Performance Level:

6 months.