

MAJOR DUTIES AND RESPONSIBILITIES

FACILITY MAINTENANCE

30%

Supports the Post Engineer in determining the feasibility, materials, methods and costs of projected construction, modification and maintenance projects and assists in their planning. Reviews appropriateness of designs in electrical and mechanical aspects and recommends corrections when necessary. Advises the Facility Manager and Post Engineer concerning the annual maintenance budget, maintenance cost and purchases of major equipment, and the advantages or disadvantages of contract versus in-house performance of specific maintenance and repair operations. Assists Post Engineer in the selection of tools, machinery and materials to be purchased for the Maintenance Section, , including spare parts and supplies ordered through catalogs from local and U.S. or foreign vendors arranging specialist procurement of fixtures, fittings or components.

Advises Facility Manager and Post Engineer about technical implementation and/or integration of maintenance management and PM (preventive maintenance) programs. Develops maintenance and work schedules, approves work orders, and sets priorities and workload coordination between the various trade groups involved, and the overall job so as to minimize disruption to the post. Maintains constant surveillance over maintenance operations to ensure a high level of efficiency and perform work appraisals to ensure quality of services. Prepares reports on various aspects of the Maintenance program. Makes on-site engineering inspections of specific segments of work on electrical, mechanical or construction projects. Identify minor and major facilities (Site, structural, electrical or mechanical) deficiencies planning and scheduling needed repair to minimize operations or equipment breakdown. Assists in determining allocation of OBO funding.

Assumes project management responsibilities. Issue/review bidding invitation to contractors and obtain estimates from contractors, analyze the bids as to contractor ability and reliability. Performs awards recommendations and contracts for accuracy and technical adequacy. Participates in negotiating Maintenance & Repair contracts. Performs market surveys to determine best values to US government. Acts as the Contracting Officer Representative (COR) to assure that the engineering and technical aspects of the terms and conditions of the contracts are accomplished. Observes and inspects work in progress and upon completion to ensure compliance with project plans and specifications and acceptable work practices and workmanship. Assists in monitoring the labor conditions, work and the quality of materials used in a project and assists contractors when problems arise during the course of a project. Inspects materials and equipment prior to use or installation to see that they meet specifications. Checks on compliance with prescribed US and Local standards and codes, rules and practices. Oversees that safety standards and policies are applied on projects and accomplished according to defined goals. Notifies contractor's representative of deficiencies and attempts to ensure their correction.

Makes regular oral and written reports to the Facility Manager and Post Engineer. Approves the work performed by contractors for final payment. Coordinates with RSO to make sure that all security aspects are being observed and that name checks of contractors have been conducted.

Develops and designs architectural, electrical, and mechanical drawings and project schedules for remodeling or new projects using Computer Assisted Design Software like AUTOCAD or similar software. Schedules projects, Preventive Maintenance and make-ready work using Microsoft Project.

Keeps records of updated Embassy drawings on CAD drawing files or blueprints. Maintains and update files and records about all Maintenance operations such as project folders, vendor's files, purchase orders, and services provided for internal and external customers, as well as maintenance services provided for leased properties. Develops energy saving programs for reducing power consumption, monitoring and advising on installation of energy efficient equipment and devices. Maintains liaison with the electrical utility company, as well as assists in the planning and engineering aspects of modifications to embassy electrical utilities systems. Reviews comments and corrections for various OBO divisions (electrical, mechanical, HVAC), as well as security projects in some cases.

Manages and supervises services provided to USG facilities according to the current Janitorial Services Contract, acting as Contracting Officer's Representative (COR). Participates in negotiating maintenance contracts. Serves as liaison between the contractor and USG and supervises work done under Janitorial Services contract for a total amount of US\$ 379,000. Supervises the daily tasks of the contractor's 8 janitors and cleaning personnel. Performs review of Scope of Work, contractor evaluations as well as market surveys to recommend and safeguard best interests of the US government. Notifies contractor about deficiencies and attempts to secure their correction. Elaborate and coordinate Char Force work schedules according to calendar required by the janitorial contract

Handles with the concurrence of the FM, all personnel actions, including hiring, promoting and disciplining all subordinate employees in his section. Completes performance appraisals and reviews and approves attendance reports. Performs other duties as required by the General Services Officer.

Supervises and oversees the daily work of 1 Gardener Foreman and 10 PSA gardeners maintaining the Embassy compound gardens and STLs. Develops strategies to manage complex Embassy grounds and landscape Allocates resources and staff to projects and services.

He also coordinates with Post Engineer directing, instructing and supervising, the work through subordinate Foremen of a multi-trade workforce of 21 direct-hire employees: (17 PSA laborers/tradesmen, 2 FSN Maintenance Foremen, 1 PSA driver Messenger and 1 Maintenance Work Order Clerk).

Prepares the annual ICASS Workload Count of square footage occupied for all agencies served by ICASS. Performs other duties as required by the Post Engineer.

HOUSING MANAGEMENT

60%

Perform technical inspections, draft and review written technical reports about status and general condition of prospective quarters and required upgrades. Performs inspections & reports prior to departure of tenants of USG leased residences. Electrical, mechanical, health & safety inspections conducted in accordance with SHEM standards, OBO/FIRE Safety guidelines, National Electrical Code (US Code), and ANDE (Administracion Nacional de Electricidad) local code.

I.E.: Issues procedures and technical specifications for landlords focused on construction, electrical, mechanical and general repair matters according to safety/operational standards, as part of the leases' scope of work for US Government owned and/or leased buildings. Determines responsibility or liability for necessary repairs and services, and negotiates directly with contractors, and vendors to have them carried out at the best value for the USG.

Supervises and manages make-readies of STL residences. Coordinates the work schedule for maintenance foremen and subordinates, and contractors providing assistance for the STLs make-readies (tasks and work-orders). Develops maintenance and work schedules, approves work orders, and sets priorities and workload coordination for make-ready operations. Oversees make ready work, performs onsite progress inspections and directs work in compliance with Post standards and Safety requirements. Acts as the Contracting Officer Representative (COR) to assure that the engineering and technical aspects of the terms and conditions of the contracts for make-readies are accomplished.

Keeps records of inspections and repairs performed on the STLs funded by LLs or by USG.

Briefs new arrivals of all agencies about Mission, GSO Housing and Maintenance policies.

Post Occupational Safety & Health Officer Assistant / Safety Coordinator **10%**

Inspections: Acts as the day-to-day manager of the Embassy's health and safety programs. Schedules and performs required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings. 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 and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement.

Pest Control: Coordinates pest management on the compound and at residences. Maintains an updated list of OBO/SHEM approved pesticides for self use and professional application. Approves use of professional pesticides for home application by trained gardening personnel. Contracts local pesticide companies when problem persists beyond capabilities of embassy personnel. Approves products used by contracted pesticide companies before use. Maintains file of all approved professional pesticide applications.

Training: Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants.

Mishap Investigation: Conducts investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Perform basic fire investigations and analysis of cause. Reports as necessary to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850 and tracks accident trends for the POSHO and SHEM Committee.

Documentation: Maintain and updates office files to include records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings. Keeps the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product.

Ensures that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees. Implementation: Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensures that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include

residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develops plans, procedures, and standards to implement fire protection and prevention programs.