

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>Ashgabat</b>	2. AGENCY <b>State/OBO</b>	3a. POSITION NO. <b>A58003</b>
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES " BLOCK.     Yes     No

4. REASON FOR SUBMISSION

a. Re description of duties: This position replaces  
     Position No.: \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority HRO, Ashgabat	<b>Engineering Inspector , FSN-1100</b>	<b>08</b>	<b>GMVS</b>	<b>05/07/2015</b>
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) <b>Civil Inspector (OBO)</b>	7. NAME OF EMPLOYEE
8. OFFICE / SECTION <b>US Embassy Ashgabat</b>	a. First Subdivision <b>OBO</b>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<p style="text-align: right; margin-right: 50px;"><b>05/08/2015</b></p> <p>_____          Typed name and signature of Employee                      Date (mm-dd-YYYY)</p>	<p style="text-align: right; margin-right: 50px;"><b>05/08/2015</b></p> <p>_____          Typed name and signature of Supervisor                      Date (mm-dd-YYYY)</p>

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.	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.
<p style="text-align: right; margin-right: 50px;"><b>05/08/2015</b></p> <p>_____          Typed name and signature of Section Chief or Agency Head      Date</p>	<p style="text-align: right; margin-right: 50px;"><b>05/08/2015</b></p> <p>_____          Typed name and signature of Admin or Human Resources Officer      Date</p>

**13. BASIC FUNCTION OF POSITION**

The Civil Inspector (CI) is responsible to the Project Director for overseeing the construction contractor 's civil, structural architectural work for quality and conformance to plans and specification. The CI recommends approval of plans and technical submittals and develops change orders including preparing cost estimates and scopes of work, and other engineering duties related to construction of the Ashgabat NEC. She/he shall be capable of working independently and shall provide professional engineering services. Overtime and weekend work will be occasionally required.

**14. MAJOR DUTIES AND RESPONSIBILITIES:**

**Total 100%**

1. The inspector ensures that the contractor is performing the required contract work in accordance with the design documents. He/she must be able to read design/construction drawings and be able to understand design narratives and calculations. Review engineering shop drawings and determine if the contractor has complied with the final design parameters. Observe onsite construction and determine if construction elements are being installed, formed and executed properly. 40%
2. The inspector must understand and be able to interpret drawings in their discipline and have a basic understanding of the principals of their engineering discipline and how it fits in with other engineering disciplines. He/she must be able to review shop drawings and submittals from the contractor and determine if coordination with other disciplines are necessary in addition to monitoring on-going construction work to identify problems or non-compliance with design or contract specifications. 15%
3. Maintains daily log of construction activities detailing construction progress and identifies any problem with the construction process related to the area of expertise. Enforces the construction safety plan. Work on the NEC site construction will be performed to U.S. standards; the inspector should have current working knowledge of acceptable products and procedures (similar to western European standards). 15%
4. Perform quality assurance checks on the structural construction of the buildings at the site. Work with the local architect/engineering firm who designed the structural shells when design problems occur that require their input. 10%
5. The inspector will review design documents (drawings and specifications) as well as perform quality assurance for the construction project in his/her technical area of expertise. 10%
6. Assist in preparation of government estimates in support of contract modifications. 5%
7. Participate in Jobsite Meetings. 5%

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** A Bachelor's degree (4 year course of study) in Civil Construction Engineering is required.
- b. **Prior Work Experience:** A minimum of two years of experience in construction. This could include works as project engineer, superintendent or project manager.
- c. **Post Entry Training**  
On-the-job training in OBO procedures.  
Proper security procedures for handling SBU documents.
- d. **Language Proficiency:**  
English Level III (good working knowledge) speaking/reading/writing required.  
Russian Level IV (fluent) speaking/reading/writing required..  
Turkmen Level III is desired.
- e. **Knowledge:** OBO design/construction guidelines will need to be grasped quickly. An understanding of American standards is important. There will be American, Host Nation and Third Country Nationals working on

the project – an understanding and ability to cooperate is important. Must have detailed knowledge of western construction practices, technical knowledge of the principals guiding civil engineering. Able to read and grasp new technical material to include, plans and specifications.

f. **Skills and Abilities:**

Possess the necessary physical abilities to navigate an active construction site, and work in an outdoor environment with noise, dust and temperature variations.

Intermediate skill level for Microsoft Excel and Word.

Ability to read drawings.

Ability to work in a high stress environment with firm deadlines and high professional standards.

**16. POSITION ELEMENTS:**

a) **Supervision Received:** Supervised by Project Director through Construction Manager.

b) **Supervision Exercised:** none

c) **Available Guidelines:** IBC, ASTM, AISC, NRCA, and other reference books and standards provided by OBO. OBO Office Guidelines, project specific safety manuals, project plans and specifications.

d) **Exercise of Judgment:** Individual must exercise technical judgment in review of designs and technical submittals. Individual must exercise technical judgment in determining if installations meet contract and code requirements. Exercise judgment in effectively dealing with contractor's personnel.

e) **Authority to Make Commitments:** None.

f) **Nature, Level, and Purpose of Contacts:** Frequent contact with the OBO field staff, contractor's technical staff, and occasional contact with local officials.

g) **Time Expected to Reach Full Performance Level:** Six months.