

Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)

1. POST Ashgabat	2. AGENCY State/OBO	3a. POSITION NO. A58006
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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	Engineering Inspector, FSN-1100	08	GMVS	05/07/2015
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Electrical Inspector (OBO)	7. NAME OF EMPLOYEE
8. OFFICE / SECTION US Embassy Ashgabat	a. First Subdivision OBO
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. <div style="text-align: right;">05/08/2015</div> <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> <div style="text-align: right;">Typed name and signature of Supervisor Date (mm-dd-yyyy)</div>
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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. <div style="text-align: right;">05/08/2015</div> <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> <div style="text-align: right;">Typed name and signature of Section Chief or Agency Head Date</div>	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. <div style="text-align: right;">05/08/2015</div> <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> <div style="text-align: right;">Typed name and signature of Admin or Human Resources Officer Date</div>
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13. BASIC FUNCTION OF POSITION

The Electrical Inspector (EI) is responsible to the Project Director for overseeing the construction contractor's Electrical, Telecommunications, and Data Systems, for quality and conformance to plans and specifications. The EI develops and recommends approval of drawings, technical submittals, change orders, cost estimates, 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 construction of the offsite utilities being brought to the site. Work with the local architect/engineering firm who designed the utilities 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.
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 Electrical Engineering is required.
- b. **Prior Work Experience:** A minimum of two years of experience in construction/installation of electrical systems. This could include works as project engineer, superintendent or project manager.
Post Entry Training: On-the-job training in OBO procedures. Proper security procedures for handling SBU documents.
- c. **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.
- d.
- 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 electrical systems and western construction practices, technical knowledge of the principals guiding electrical 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.