

### 13. BASIC FUNCTION OF POSITION

The incumbent is responsible for managing and conducting property make ready and repair during the summer and winter transfer seasons including, but not limited to, wall repair, ceiling repair, dry wall repair, painting, wood floor/laminate repair or replacement, tile repair/replacement and carpentry. The position is responsible for estimating material, material costs and man hours required to accomplish these tasks. This position will supervise a crew of WAE painters and/or tradesmen involved in the make readies of residences and some office spaces.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

75%

Under direction of the Facilities Manager, the incumbent is responsible for managing property repair including, but not limited to, wall repair, ceiling repair, dry wall repair, painting, wood floor/laminate repair or replacement, tile repair/replacement and carpentry. Position is responsible for estimating material, material costs and man hours required to accomplish these tasks. Also may be asked to install carpets, baseboards, door, window and wall trim, and anchor furniture to comply with seismic regulations. Supplies and material will be purchased by the embassy. Will supervise a crew of WAE laborers and/or tradesmen.

25%

Incumbent is responsible for assisting Facilities Maintenance Staff in other maintenance related duties.

### 15. REQUIRED QUALIFICATIONS

**a) Education:** Completion of a secondary school is desirable

**b) Prior Work Experience:** Two years of journeyman experience in the trade of primary expertise, plus some semi-skilled experience in other trade areas, is required.

**c) Post Entry Training:** On the job (OTJ) training.

**d) Language Proficiency:** Level I (Rudimentary knowledge) Speaking/Reading/Writing English and level 3 (good working knowledge) Speaking/Reading/Writing of Russian or Turkmen is required

**e) Knowledge:** Must have knowledge of established construction and repair practices and procedures. Experience running a construction company or supervising a crew of labors is desirable.

**f) Skills and Abilities:** Must know how to operate various skilled tools, including paint sprayer, power saw, drill, and power washer. Possession of a local driver's license (category B) is required.

### 16. POSITION ELEMENTS

**a) Supervision Received:** Receives primary supervision from the FMS and/or AGSO, GSO.

**b) Available Guidelines:** Local building codes and laws.

**c) Exercise of Judgment:** Must have the ability to resolve difficult problems independently, as he/she will be working alone much of the time. Must be able to estimate supplies needed for a particular project and the man hours/time it will take to finish the project.

**d) Authority to Make Commitments:** None

**e) Nature, Level and Purpose of Contacts:** Local construction contacts.

**f) Supervision Exercised:** Occasionally, will supervise a crew of WAE laborers and/or tradesmen.

**g) Time Required to Perform Full Range of Duties:** Three to six months