

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

369001-A52645

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. Redescription 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-yy)

a. Post Classification Authority

Safety Program Coordinator, FSN-1201

FSN-08

JS

03/02/2016

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Safety Program Coordinator

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

MGT/Facilities

a. First Subdivision

Facilities Maintenance Unit (FMU)

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.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Supervisor Date(mm-dd-yy)

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 the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or
Agency Head 03/03/2016
Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer 03/03/2016
Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Incumbent serves as the Safety Program Coordinator with responsibility for assisting the Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post as required by 15 FAM 900 and 15 FAM 780; assures that all government-owned and leased property in country meet the requirements of 15 FAM 617 and 15 FAM 780, as well as other related Departmental requirements which may exist. Incumbent reports directly to the Post Occupational Safety and Health Officer.

14. MAJOR DUTIES AND RESPONSIBILITIES**PERCENTAGE OF TIME**

- | | |
|--|-----|
| A. Inspections: 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. Oversees preventive maintenance, service and programming of fire detection, suppression and extinguishing equipment at Embassy Buildings and residences. High hazard areas as delineated in 15 FAM 617.1(c) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, IBC, IRC, NEC, NFPA 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. | 25% |
| B. Training: Responsible for delivery of training courses in a formalized learning environment, such as classroom. 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. Use FSI provided on-line safety, environmental, project management and training tradecraft courses to improve knowledge that is required for the position. | 15% |
| C. Mishap Investigation: Assists in conducting 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 617.3, FIR in accordance with 15 FAM 782.4 and tracks accident trends for the POSHO and SHEM Committee. | 15% |
| D. 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. Uses OBO/SHEM SMART system to view and update Post Safety Report Status. Utilize work order GMMS to submit and follow up work flow related to life and fire safety. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product. | 20% |
| E. 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. | 5% |
| F. 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 900 SHEM and 15FAM 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 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. Participates in creating SOW for engineering and safety upgrade of STL and GO buildings and oversees small projects according to these SOWs. | 15% |
| G. Actively involved in development of SOW (Statement of Work) for engineering and safety upgrade of STL and GO buildings related to safety and occupational health issues, and oversee small projects ensure that all safety devices are in place and functioning according to the SOWs. Serves as Contracting Officer Representative (COR) Government Technical Monitor (GTM) as designated by Facilities Manager/POSHO. | 5% |

15. DESIRED QUALIFICATIONS

- a. **Education:** Minimum two years post-secondary studies at the College/University level or Vocational/Trades School training in field related to Facilities Management or Environmental Safety or related field (construction, engineering, architecture, etc.)
- b. **Prior Work Experience:** Minimum 3 years of experience in the maintenance or construction field performing repair work or in the field of occupational safety, to include work experience as a construction supervisor or quality control assurance inspector with experience managing people and resources.
- c. **Post Entry Training:** Occupational Safety and Health training as well as attendance at the next available SHEM Seminar. PA296 Contracting Officer's Representative Training and FAC-COR certification is required.
- d. **Language Proficiency:** Level 4 (fluent) speaking/reading/writing English required. Level 4 (fluent) speaking/reading/writing Russian or Turkmen is required. The knowledge of local language is required in order to train and translate materials in the host language.
- e. **Job Knowledge:** Comprehensive knowledge of SHEM and OSHA guidelines and required practices and procedures; general specialist knowledge of environmental safety standards. Knowledge of host country building practices and occupational safety requirements. General knowledge of IBC, IRC, NEC, NFPA standards. Knowledge of providing instructions, training in safety/technical field.
- f. **Skills, and Abilities:** Must be able to work independently and make decisions under pressure. Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing mission structure. Requires a valid driver's license for car. Basic manual lifting techniques, hand /eye co-ordination, operation of non-motorized, simple mechanical lifting aids. Basic technician skills are required.

16. POSITION ELEMENTS

- a. **Supervision Received:** Receives supervision from the Post Occupational, Safety and Health Officer (POSHO).
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** 15 FAM 900 Safety, Health and Environmental Management Program Abroad. 15 FAM 800 Fire Protection/Incident Reporting Abroad. 15 FAM 250 Housing Profile Procedures. IBC, IRC, NEC, NFPA, OBO safety and health related materials, the Department's Safety, Occupational Health and Environmental Management Resource Guide, as well as any post and country specific materials regarding local and on the job safety regulations and laws.
- d. **Exercise of Judgment:** As needed to keep equipment operational and to avoid loss or damage to mission personnel and property. Take the initiative to research problems and find innovative solutions where no funds are involved.
- e. **Authority to Make Commitments:** Authorized to commit funds to the procurement of supplies and materials necessary to support the safety program and training of individuals.
- f. **Nature, Level, and Purpose of Contacts:** Daily contact with American and LE Staff of all USG agencies at all organizational levels, contractor in the performance of duties, local and government health and safety officials. Contact with OBO officials in Washington.
- g. **Time Expected to Reach Full Performance Level:** One year.