

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.

A52607

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. X Yes No**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Update of Duties and Responsibilities

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Electrician FSN-1210

05

GLA

01/20/05

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Office

a. First Subdivision

General Services Office

b. Second Subdivision

Facility Maintenance Unit

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

03/02/2004

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

03/02/2004

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

03/02/2004

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

See Attached

14. MAJOR DUTIES AND RESPONSIBILITIES

See Attached

% OF TIME

13. BASIC FUNCTION OF POSITION

Under the supervision of the FSN Maintenance Foreman and American Facilities Maintenance Specialist, is responsible for the electrical facilities of USG-owned and leased properties at post.

14. MAJOR DUTIES AND RESPONSIBILITIES

65% - Repairs, maintains, installs and inspects generators, pumps, security alarm systems and other electrical devices and facilities in the Chancery, Warehouse, Residential compound, leased houses and other locations, using necessary instruments and following appropriate regulations, including safety rules.

25% - Performs scheduled inspections of all electrical systems and keeps required maintenance records.

10% - May perform other duties on an as needed basis, as assigned by the supervisor.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school is required. Additional education in electrical trades is required.

b) Prior Work Experience: Two years experience at the journeyman level in the electrical trades. Work experience in construction trades, facilities maintenance or related fields is highly desirable. Experience in electronics installations and repair is highly desirable.

c) Post Entry Training: OTJ. Any other specific training in electrical sphere available and sponsored by the USG. If the incumbent's English language skills do not fully meet the language requirements of the position, he/she will be enrolled in the post language program.

d) Language Proficiency: Level II English (Limited). Level III Russian and/or Turkmen (Good working knowledge).

e) Knowledge: Full journeyman knowledge of established practices and procedures in the electrical trade.

f) Skills and Abilities: Journeyman skills in the electrical trade. Ability to read and interpret schematic and technical drawings. Ability to plan and carry out assigned tasks with attention to safety, accuracy and efficiency. Driving license is highly desirable.

16. POSITION ELEMENTS

a) Supervision Received: From FSN Maintenance Foreman, FMS Assistant and American Facilities Maintenance Specialist.

b) Available Guidelines: Oral and written instructions from supervisors, GSO Standard Operating Procedures, manuals on electrical jobs, 6 FAM regulations.

c) Exercise of Judgement: Must exercise good sound judgment and follow appropriate safety requirements in carrying out of assigned duties. Must show tact, patience and efficiency in dealing with customers.

d) Authority to Make Commitments: Following established procedures, may make recommendations to the supervisors pertaining to the necessity of major repairs and changes of electrical systems. May make independent decisions in connection with minor electrical repairs.

e) Nature, Level and Purpose of Contacts: Mission staff, casual hires, local electrical companies' personnel.

f) Supervision Exercised: None. May occasionally direct work of casual hire workers.

g) Time Required to Perform Full Range of Duties: 6 months to one year.