

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> <b>KAMPALA</b>	<b>2. AGENCY</b> <b>STATE</b>	<b>3a. POSITION NO.</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. Reclassification 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	<b>MASON FSN-</b>	<b>4</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> <b>MASON</b>	<b>7. NAME OF EMPLOYEE</b> GAKYALO AMOS
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<b>8. OFFICE/SECTION</b> <b>U.S.EMBASSY KAMPALA</b>	a. First Subdivision <b>ADMINISTRATIVE OFFICE</b>
b. Second Subdivision <b>GENERAL SERVICES OFFICE</b>	c. Third Subdivision <b>MAINTENANCE SECTION</b>

<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p>_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p> <p><b>MOSES OKODU</b></p> <p>_____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</p>
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<p><b>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.</b></p> <p><b>BYRNE ALLAN</b></p> <p>_____ Typed Name and Signature of American Supervisor                      Date (mm-dd-yy)</p>	<p><b>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.</b></p> <p><b>STOKES, CRISTINA</b></p> <p>_____ Typed Name and Signature of Human Resources Officer                      Date (mm-dd-yy)</p>
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**13. BASIC FUNCTION OF POSITION**

Serves as one of Masons in Facilities Maintenance Section (FAC) responsible for all masonry repairs and maintenance of residential leased properties and government owned office buildings.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Responsible for masonry works and repairs of US Mission government owned office buildings and leased residential quarters. Receives written or oral instruction about the work to be done, plans the work including time schedules, materials requirements, executes work, and documents completion of tasks. Work may include: designing and building walls, kitchen base units, drainage manholes/channels, resurfacing floors, fixing roof leaks and laying ceramic floor/wall tiles and pavers, repairing cracks and rendering supportive repairs i.e. building water reservoir/ generator equipment support bases, security barricades, guard booths and water pumps enclosures etc.	50%

Incumbent is responsible for periodic and other assigned preventive maintenance of all office building masonry repairs which including, storm guttering repair and re alignments, Checking and fixing cracks on building structures, walkways and loose floor ceramic/parquet tiles etc will be familiar with the necessary work procedures, systems, and work quality. Reviews masonry supplies, tools and equipment to ensure compliance with US Mission requirements maintains Masonry supplies, tools and equipment in good and safe condition including general housekeeping of shop and office work sites/areas. 20%

Performs miscellaneous tasks and duties in support of Facilities maintenance operations during busy house make ready schedules, emergency office cleaning and repairs which includes;

Janitorial duties: Sweeping, mopping and waxing floors, vacuuming carpets, dusting/ polishing furniture, cleaning window panes and sweeping walkways and pavements. Reports appliance/equipment and major repair problems to supervisor, maintains cleaning tools, equipment and materials in good condition including general housekeeping of office closet storage space.

Labour duties; Moves, loads unload supplies, appliances and equipment to/from offices and residential quarters. Assists skilled trades' workers by carrying, holding, lifting, moving tools and materials. Uses hand trucks, forklifts, wheelbarrows and trolleys to move office supplies and simple hand tools for basic office equipment repairs. May perform general gardening works which includes mowing lawn, raking, sweeping and dusting walkways/pavements, breaking and preparing flower/seedling gardens, weeding flower beds, trimming overgrowth and watering lawn.

Driving duties: Incidental driving to transport tools, supplies, equipment and personnel to the work sites/warehousing storage facilities

Provides assistance to other qualified journeyman technicians as required. Composite of multi-trade tasks, observes, including familiarity with the safety practices involving tasks tools and equipment. 30%

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school and vocational training or apprenticeship recognized as producing journeyman carpentry skills is required.

b. Prior Work Experience

Two years of journeyman masonry experience is required.

c. Post Entry Training

None

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level I English II ability is required.

e. Knowledge

Must have full journeyman masonry knowledge of established practices and procedures of the masonry trade is required.

f. Skills and Abilities

Be able to use trade tools/equipment and professionally determine extent of damage or problem with the experience it

takes to make necessary recommendations for equipment, furniture, fixture repair or replacement. Must hold a valid Ugandan driver's.

**16. POSITION ELEMENTS**

- a. Supervision Received  
Maintenance Supervisor, Facilities Maintenance Manager and General Services Officer.
- b. Available Guidelines  
Embassy policies and procedures i.e. safety standards& procedures. Customer service training on how best to interact with co workers and other offices.
- c. Exercise of Judgment  
Determine extent, nature of repairs needed and need for replacement of equipment.
- d. Authority to Make Commitments  
None
- e. Nature, Level and Purpose of Contacts  
Co-workers in maintenance section and US Direct Hire Americans employees.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks