INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
KAMPALA	STATE	

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

x☐ 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	PLUMBER FSN-	4		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision MANAGMENT
b. Second Subdivision FACILITIES MANAGMENT	c. Third Subdivision MAINTENENANCE SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

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

10. This is a complete and accurate description of the duties and responsibilities of this position.

OKODU MOSES

Typed Name and Signature of Local 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.

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

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 Human Resources Officer _____ Date (mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Assigned to Facilities Management section responsible for all installations, maintenance and general repairs of plumbing systems in residential leased properties and government owned office buildings.

MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Incumbent is responsible for maintenance and installation of plumbing systems and associated equipment in US Mission office buildings, residential quarters and other government owned or leased properties by performing a variety of tasks in plumbing trade. Receives written or oral instruction about the work to be done, plans and determines the nature and extend of repair works required and proceeds to accomplish the necessary repair/maintenance task with established trade methods that may include but not limited to laying water supply pipelines, control values and drainage systems, installing over head tanks, water pumps, heaters, distillers, filters, constructing drainage channels man holes, and hook up new fuel supply lines. Position will also be responsible for installation and repair Various plumbing appliances such as ice makers, washing machines and replacement of associated accessories, sanitary ware and fittings. Incumbent is tasked with maintenance;

repair and complete over haul of plumbing installations. This will include swimming pool maintenance, unblocking sewer/fresh water lines, clearing air locks/water hammers, maintaining water distillers, water sprinklers and water hydrants and boilers, Cleaning water reservoirs etc.

60%

Responsible for periodic preventive maintenance of all plumbing systems such as water treatment plants installed in office locations, water tanks, descaling water distiller boilers, swimming pools, and will be familiar with the necessary systems/ work procedures and quality. Incumbent, along with co-workers, will responsible for maintaining plumbing supplies, equipment and tools in good condition and safe from damage or miss use.
30%

The incumbent may perform incidental driving duties to transport tools, equipment and workmen to the work site on light pickup truck; direct the work of trades helper or labourer and provides liaison function with plumbing contractors that may be contracted for house make ready or any works in the Facilities Management; gardening and cleaning or any other works as may be assigned by Facilities Supervisors from time to time.

10%

Reviews the condition equipment, sanitary wares/fittings on repair and renders advice whether such items can be economically repaired or if not, suggests replacement and ensures that supplies and plumbing equipment in use, complies with US Mission requirements and specifications with specific reference to performance and safety. Reports to the Facilities supervisors any defects on building structures and equipment of potential danger for appropriate timely repairs and remedies.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Option 1: Completion of secondary school education (both 'O'&'A' levels) is required. Completion of vocational training or apprenticeship recognized as producing journeyman plumbing skills is required.

Option 2: Attainment of ordinary level certificate of education ('O' levels) is required. Completion of vocational training or apprenticeship recognized as producing journeyman plumbing skills is required.

b. Prior Work Experience

Option 1: Four years of journeyman plumbing experience is required.

Option 2: Six years of journeyman plumbing experience is required.

c. Post Entry Training

None

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

Level II English ability (limited knowledge in both written and spoken) is required.

e. Knowledge

Must have full journeyman plumbing knowledge of established practices and procedures of the plumbing trade.

f. Skills and Abilities

Must 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 repair or replacement. Must hold a valid Ugandan driving license.

16. POSITION ELEMENTS

a. Supervision Received
Maintenance Supervisor, Facilities Maintenance Manager and General Services Officer.

b. Available Guidelines
Oral and written instructions from the supervisors plus other established trade practices and procedures.

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 Facilities maintenance (FAC) section and US Direct Hire Americans employees at the work place and spouses in residential quarters respectively.

f. Supervision Exercised
None

g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks