

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO.
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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. **WELDER** (Title) **FSN 1210** (Series) **4** (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	WELDER FSN 1210	4		
b. Other				
c. Proposed by Initiating Office				

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

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. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. ALLAN BYRNE _____ 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. STOKES CRISTINA _____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 Serves as one of seven (5) Welders in Facilities Maintenance Section (FAC) responsible for all Metal fabrication works and welding repairs, maintenance and installation equipment and structures in government owned office building or leased properties.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
	50%

Personally performs highly skilled full journeyman level work in welding and black smith trade. Receives written or oral instructions, other guidelines and directive from the Section Forman about work to be done, independently proceeds to accomplish work and documents tasks completion. Welding works will include; designing, fabricating and repair of burglar proof security grills, property chain link fences, general equipment repair i.e. mobile generator equipment carrier, rolling gates, fuel/water tanks and anti ram security barricades. 50%

Incumbent is responsible for preventive and corrective maintenance works on structures and associated equipment in office buildings, residential quarters in accordance with established procedures; Preventive maintenance works include: Checking and lubricating gate/door hinges, compound control access drop bars, roller bearing systems, and ensures condition of equipment and associated accessories complies with US Mission requirements and specifications. Maintains schedule records, tools and equipment in good condition, including general housekeeping of shop and work areas. 25%

Performs tasks in other trades in basic non mechanical tasks unassisted as qualified by on job training and other relevant instruction. Provides assistance to other qualified journeymen technicians as required. Composite of multi trade tasks includes electrical, plumbing, masonry and painting. Incumbent must be familiar with basic safety requirements and practices involving tasks, tools and equipment. 10%

Will Performs miscellaneous support tasks which include incidental driving duties to transport tools, equipment/ personnel to and from work sites and other duties as assigned with Facilities Maintenance including unskilled labour and non technical tasks. 15%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of elementary school is required. Completion of vocational training or apprenticeship recognized as producing journeyman mechanic skills or equivalent experience is required
- b. Prior Work Experience
One year of journeyman welding experience and one year experience is required.
- c. Post Entry Training
N/A
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level II English is required.
- e. Knowledge
Must have full journeyman welding knowledge of established practices and procedures of the welding trade.
- f. Skills and Abilities
Must be able to use all tools of the trade and must have a valid drivers license for a combination of vehicles.

16. POSITION ELEMENTS

- a. Supervision Received
Report to the Welder Foreman, FSN Maintenance Supervisor, Facilities Manager.
- b. Available Guidelines
Verbal and written instructions from the FSN Supervisor and from the Facilities Manager, work orders, technical manuals and established trade practices and procedures.
- c. Exercise of Judgment

Exercise own judgment on to determine extent and nature of repairs needed, need for replacement of equipment etc.

d. Authority to Make Commitments

N/A.

e. Nature, Level and Purpose of Contacts

N/A.

f. Supervision Exercised

N/A

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

Six months.