# U.S. Department of State INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)					
1. Post	2. Agency	3a. Position Number			
La Pa <b>z</b>	State A -52647				
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 Number) <u>C52647</u> (Title) <u>Facility</u> Maintenance <u>Supervisor</u> (Series) 1205 (Grade) FSN-09					
□ b. New Position					
☐ c. Other (explain)					
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Facility Maintenance Supervisor				
b. Other					
c. Proposed by Initiating Office	5 33 44	· /// · > 50N /005			
Facility Maintenance Supervisor (Housing), FSN-1205					
6. Post Title of Position ( <i>if different from official title</i> )  7. Name of Employee Facility Maintenance Supervisor					
8. Office/Section		a. First Subdivision			
Management		Facility Management			
b. Second Subdivision c. Third Subdivision					
9. This is a complete and accurate description of the duties and 10. This is a complete and accurate description of the duties and					
responsibilities of my position. responsibilities of this position.					
			-		
Signature of Employee	Signature of Supervisor	]	Date (mm	 1-dd-yyyy)	
Signature of Employee Date (mm-dd-yyyy) Signature of Supervisor Date (mm-dd-yyyy)					
11. This is a complete and accurate description of the duties and 12. I have satisfied myself that this is an accurate description of					
responsibilities of this position	this position, and I cert				
need for this position. accordance with appropriate 3 FAH-2 standards.					
Name of Chief/or Printed Name of Admin or Human Resources Officer					\ <u>.</u>
Name of Chief of	rinted Name of Admin (	or Human Kes	ources Onice	<b>?</b> 1	
Signature of Admin or Human Resources Officer Date (mm-dd-y)				lam dd	
Signature of Chief of Agency Head	Signature of Admin or Human	resources O	mcer Date	e (mm-dd-yyyy)	
3 6	Date (mm-dd-yyyy)				

# 13. Basic Function of Position

The incumbent is directly responsible for the maintenance of all the LTL, STL and GO that counts 45 residences of the American Embassy and one shop compound. It should plan assign and supervise works to tradesmen according to the maintenance requirements in a daily basis.

Directly supervises one assistant maintenance supervisor (housing) and various trades employees and contractor personnel in various separate locations. Provides guidance to maintenance trades personnel in the maintenance, repair and make ready process of the 45USG owned and leased residences off the Embassy compound, for all agencies in the Embassy housing pool. Acts as the APOSHO for all embassy houses. The incumbent of this position works directly for the Deputy Facility Manager.

## 14. Major Duties and Responsibilities

% of Time

1. The incumbent of this position works directly for the Deputy Facility Manager. Has direct responsibility for the day to day supervision of the maintenance programs, which includes make ready work and construction alterations and repairs to more than 45 USG owned and Short-Term leased residential properties. The government owned residences require frequent maintenance upgrades and repairs due to old construction.

Supervises, directs and monitors the work of in-house multi trade work force and contractors through Assistant Housing Maintenance Supervisor and Maintenance Team Leaders. Supervises one assistant housing maintenance supervisor and various trades employees and contractor personnel of about 16 in various separate housing locations. Coordinates with landlords major repairs and maintenance to houses. Coordinates with tenants the entrance to houses to perform maintenance and repair.

Acts as the APOSHO for all residences making sure all safety requirements are accomplished. Writes out posho reports for all new and old residences.

35%

- 2. COR for maintenance and gardening contracts for residences. Hires the services of contractors through procurement section to perform routine and specialized maintenance services (carpet cleaning, painting, equipment maintenance etc.). Requests estimates from contractors on maintenance work that needs to be implemented and advises about the contractor's technical ability to accomplish the job. Evaluates the costs to prevent over charging. Participates in negotiating maintenance contracts, acts as a liaison with the contractor and supervises the work done in accordance with the scope of work in contract.
- 3. Organizes maintenance and work schedules. Administer, organizes and approves work orders request in the GMMS in daily basis. Establishes priorities, and coordinates the work efforts of the various trades and contractors involved to ensure a high level of efficiency and customer satisfaction. This includes follow up on work required to the landlord and not performed or completed properly, and assigns to contractors for later lease deductions.
- 4. Advises Facilities Manager and DFM on issues concerning the annual maintenance budget, the purchase of major equipment, construction projects, and analyzes advantages and disadvantages of contract versus in-house performance of specific maintenance and repair work for USG owned and STL properties. Assists in annual budget calls and funding requests monitoring the progress and completion of Special M&R projects.
  15%
- 5. Prepares reports, as required, on various aspects of the maintenance programs, processes requests for procurement of materials required for M&R. Approves and controls leave to ensure adequate workforce is available. Makes recommendations on disciplinary action and promotions. As part of official duties, operates government owned motor vehicles.

This position description in no way states or implies that these are the only duties to the performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

DS 298 continuation sheet

## 15. Qualifications Required For Effective Performance

#### a. Education:

Completion of High Schools is required. Must have completed an apprenticeship in one of the recognized construction trades (or) have 6 years practical experience in construction (general).

#### b. Prior Work Experience:

Ten years' experience in construction or facilities management is required. Out of which four years must be supervisory experience.

## c. Post Entry Training:

Specialized training will be provided as required like: PA296 COR Training before he can assume as COR/GTM; RP248 Supervisory Skills; POSHO training; IPM training (Pest Management); Hazmat training PA488

d. <u>Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):</u>

Level IV English & Spanish, fluent in writing, reading and speaking required.

# e. Job Knowledge:

Must have excellent knowledge of building and equipment repair. Electrical appliance and air conditioning knowledge is required. Must be able to draft letters and memos. Must have knowledge of local design and construction codes.

## f. Skills and Abilities:

Must be able to plan and estimate material and time required for projects. Must be able to work in stressful work environment; ability to work in MS-Office; must be able to drive government owned vehicles having a valid driver license.

# 16. Position Elements

## Supervision Received:

Supervision received from Deputy Facility Manager.

#### b. Supervision Exercised:

Incumbent supervises one assistant maintenance supervisor (housing) and 15 trades employees and contractor personnel of about 16 in various housing separate locations.

## c. Available Guidelines:

6 FAM, Department of State and local instructions; Maintenance Manuals on individual items; RCM established by OBO/FAC.

#### d. Exercise of Judgment:

Exercises professional judgment of the employee, in the placement of employees; type of material to be used; when to schedule a project.

# e. Authority to Make Commitments:

Level of authority is determined by the Deputy Facility Manager.

# f. Nature, Level and Purpose of Contacts:

Contacts with high officials in utility companies to ensure requests from Embassy personnel are dealt promptly as priority permits. Coordinates with American officers on daily basis.

# g. Time Expected to Reach Full Performance Level:

One year.