

# U. S. Department of State

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

W.							
Prepare according to instructions giv	en in Foreign Service	National Handbook	, Chapter 4 (3 FAH-2)				
1. POST		2. AGENCY			3a. P	3a. POSITION NO.	
Bogota		Department of State					
3b. Subject to Identical Positions?  Yes No	Agencies may sho	w the number of s	uch positions authorized	and/or establis	shed after th	ne "yes" block.	
4. REASON FOR SUBMISSION							
a. Reclassification of duties:	This position replaces	S					
(Position No.)	(Title)		(Seri	ies)	(Grad	e)	
b. New Position:							
c. Other (explain)							
5. CLASSIFICATION ACTION	Pos	sition Title and Seri	es Code	Grade	Initials	Date (mm-dd-yy)	
a. Post Classification Authority     WHA/EX/FRC							
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 (MGT)			a. First Subdivision Facility Management Office (FAC)				
b. Second Subdivision			c. Third Subdivision				
This is a complete and accurate description of the duties and responsibilities of my position.			This is a complete and accurate description of the duties and responsibilities of this position.				
Printed Name of Employee			Printed Name of Supervisor				
Signature of Employee Date (mr		ate (mm-dd-yyyy)	Signature of Supervisor Date (mm-dd-yyyy),			Date (mm-dd-yyyy)	
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.				
Printed Name of Chief or Agency Head			Printed Name of Admin or Human Resources Officer				
Signature of Chief or Agency Head		Date (mm-dd-yyyy)	Signature of Admin or Human Resources Officer		Officer -	Date (mm-dd-yyyy)	
13. Basic Function Of P	osition						
Under the direct super the Embassy compour correction, upgrade an has incidental driving d	nd and in other God d cleaning of neces	overnment owne	ed properties; responsi	bilities includ	e the insta	allation, removal,	

95%

Performs maintenance tasks as assigned to support various Facility Management groups conducting masonry, mechanical, plumbing, HVACR, electrical, warehousing, cleaning and/ or carpentry work. Assignation of tasks varies depending on work in progress. Incumbent should manage chemical and hazardous materials related to the tasks according to Post safety program.

5%

Job holder may be required to work after normal working hours or on weekend shifts and will be an incidental driver. Employee will escort local contractors as needed.

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

## 15. Qualifications Required For Effective Performance

### a. Education

Completion of high school is required.

### b. Prior Work Experience

Minimum of two years of trades helper or laborer experience in building maintenance and/or in the construction field is required.

#### c. Post Entry Training

On-the-job training.

Fall arrest and safety training based on risks associated with the assigned tasks.

Handling of chemical and hazardous materials as per Post policies and local regulations.

SMITH System driving training.

EX251 - Annual Counterintelligence Awareness Training for LE Staff.

#### d. Language Proficiency

English language is not required. Spanish language level 3 (good working knowledge) is required.

#### e. Knowledge

- Must have basic knowledge of methods, materials, tools, equipment and supplies used in the various construction and maintenance trades such as masonry, mechanical, plumbing, HVACR, electrical, warehousing, cleaning and/or carpentry.
- Must have basic welding knowledge.
- Must be able to follow basic safety requirements and understand the hazards related to falls, vibration, noise, dust, chemical and flammable material exposure.
- Must have basic math knowledge to use measurement tools needed to layout and cut shaped, threaded and joined materials.

### f. Skills and Abilities

- Must have a valid local drivers' license (Category B1) to operate private automobiles, Sports Utility Vehicles (SUV)
  and pick-up trucks, and have the ability to drive Government-Owned vehicles.
- Must be able to lift items based on local safety regulations.
- Must be able to follow basic customer-service standards.
- Must possess good team work skills and be able to adapt to changing schedules.
- Use good safety practice and follow all safety requirements in execution of tasks and be able to use all appropriate personal protective equipment (PPE).
- Must have the ability to escort contractors while conducting work in Embassy premises ensuring that security and safety protocols are followed.
- Must be able to take direction, follow instructions and be organized.

# 16. Position Elements

### a. Supervision Received

Direct supervision received from the Masonry foreman (A52640).

# b. Available Guidelines

OSHA-related safety standards. RSO, OBO and Facility Management practices for each task assigned.

### c. Exercise of Judgment

None.

### d. Authority to Make Commitments

None.

# e. Nature, Level and Purpose of Contacts

LE Staff and EFM security escorts in the execution of work.

### f. Supervision Exercised

None.

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

One month

**DS-298** (Formerly OF-298) **04-2008**