# 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 AmConGen Cd Juarez 2. Agency		epartment of State		3a. Position Number 32802 A52651	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.					
Yes No This is the base classification. Also represents 32802 A52608, A52610, and A52653.					
4. Reason For Submission					
(Position Number) A52-651 (Title) Maintenance Mechanical (Series) FSN (Grade) 5					
C b New Pecilier					
b. New Position					
C. Other (explain)					Data
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Heating, Ventilation and Air Conditioning Mechanic		FSN-6		7/17/2018
WHA/EX/FRC b. Other	(HVAC), 1210		F 514-0	-	11112018
b. Other	="				
c. Proposed by Initiating Office					
Post Title of Position (if different from official title)     Maintenance HVACR		7. Name of Employee			
8. Office/Section		a. First Subdivision			
U.S. Consulate General Ciudad Juarez b. Second Subdivision		Management c. Third Subdivision			
Facility Management					
This is a complete and accurate description of the duties and responsibilities of my position.		<ol> <li>This is a complete and accurate description of the duties and responsibilities of this position.</li> </ol>			
Printed Name of Employee					
Signature of Employee Date (mm-dd-yyyy)					
11. This is a complete and accurate description of the duties and		12. I have satisfied myself	that this is a	n accurate	description of
responsibilities of this position. There is a valid management		this position, and I cert accordance with appro	ify that it has	been clas	sified in
need for this position.	accordance with appro	priate 51 At	1-2 Startoar	<b></b>	
13. Basic Function of Position		1			

The incumbent serves as a highly skilled full journeyman within the HVACR trade accomplishing skilled maintenance and repair work throughout the Consulate buildings, grounds and residential owned/leased properties. Work assignments which includes hardware, associated peripherals, configuration, optimization, repair HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan & coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled piping, circulation pumps, dampers motors, controllers, actuators, HVAC water treatment system and other control devices.

# 14. Major Duties and Responsibilities

# 90% OF TIME

As a technician the duties involve complete responsibility for the maintenance and repair of all HVACR and related equipment. He will report to and take direction from Facilities Manager, Facilities Engineer, Facilities Maintenance Supervisor and HVACR Foreman, HVACR duties include:

- Performs hands-on repairs of the HVAC System and other building mechanical systems. Included but not limited to, chilters, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, and HVAC water treatment systems. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements.
- Performs preventive maintenance on the HVAC system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems.
   Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Global Maintenance Management System (GMMS).
- Inspects, tests, evaluates, calibrates and updates HVAC System to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc.); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
- Removes, relocates, repairs, installs and tests HVAC equipment (e.g. VAV mixing boxes, filters, ductwork, conveyance systems, etc.) to maintain occupant comfort and equipment protection in buildings and structures. Also, restores operations of non-functioning equipment.
- Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance task, spares, and consumables.
- Maintains HVAC system, drafts and submits reports to the Facility Manager (FM) or supervising engineer detailing
  operational proficiency. Reports consist of power consumption, evaluations and historical data reviews, and depicting
  systems performance requirements. Receives reports and logs generated by the BAS and Controls Tech to act upon
  and enhance systems performance. Provides contractor design information for proposed renovation or new
  construction work and assists LES Facility Maintenance staff in the performance of in-house projects.
- Responds to 24-hour emergency calls during off-duty hours.

# 10% OF TIME

Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.

The incumbent required to have local driver's license required for the FM service vehicles and operate Government vehicles. He may be required to work after normal working hours or on weekend shifts. Additionally, maybe assigned other unrelated duties. Reassignment to other duties not specified in this work plan for a period no longer than 99 consecutive days.

# 15. Qualifications Required For Effective Performance

## a. Education:

Completion of secondary school is required. Completion of vocational training or apprenticeship or equivalent experience recognized as producing journeyman level technicians with a concentration in HVAC principles and application.

## b. Prior Work Experience:

Minimum of two years as a journeyman in the HVAC trade required.

### c. Post Entry Training:

Building Automation System Training PA528- OBO Computerized Maintenance Management System On-the-job training.

d. Language Proficiency; List both English and host country language(s) proficiency requirements by level (ii, III) and specialization (sp/read);

Level I English ability is required. Level III Spanish ability is required.

#### e. Job Knowledge:

The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office). Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards is high desired.

## f. Skills and Abilities:

Must have a good working knowledge of facilities maintenance. Must be able to supervise, provide technical guidance to the Facilities Maintenance officer, and to the maintenance supervisory staff about any related problems. Knowledge of the composition. Operation and installation of a variety of HVAC systems. Circuits, equipment, and controls; knowledge of national and local electrical codes; ability to plan, layout and complete the installation, modification and repair of various systems, circuits, equipment, and controls; ability to interpret and apply building plans, blueprints, wiring diagrams, and engineering drawings; skill in the use of a wide variety of testing equipment. Need to have basic knowledge on the welding trade. Must be able to use all tools of the trade; must have local driver's license.

#### 16. Position Elements

## a. Supervision Received:

Direct from the Facility Manager, Facility Management Engineer, Facility Management Maintenance Supervisor, and the HVACR Foreman.

## b. Supervision Exercised:

None.

#### c. Available Guidelines:

Guidelines are provided by established trade practices, technical manuals, Post's policies/procedures, and the technical library.

## d. Exercise of Judgment:

Considerable judgment in making best use of equipment and resources. Exercises judgment while troubleshooting malfunctioning equipment considering the impact both on the equipment and the facility operation.

## e. Authority to Make Commitments:

May commit his crew members to specific duties (labor activities only).

#### f. Nature, Level and Purpose of Contacts:

Within all levels of the Consulate community and local suppliers, colleagues and other maintenance personal. Explains proper operation in maintenance of equipment and appliances to end-users.

# g. Time Expected to Reach Full Performance Level:

Six Months.