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

Prepare according to instructions			Handbook, Chapter 4 (3FAF	1-2)			
1. Post 2. Ag			of State		3a. Position Number 312801 A52605		
3b. Subject to Identical Positions?	Agencies may show the	number	of such positions authorized				
X Yes	52-617						
Reason For Submission							
a. Redescription of duties:	This position replaces						
(A52-605)_(Maintena	nce Mechanic- Boiler	Operato	r)(FSN-1210)(5	5)			
☐ b. New Position							
X c. Other (explain)_Period	tie Undate. No change	in dutie	s or responsibilities				
		Lance Control	USAN TAKE TO SEE TO	Grade	Initials	Date	
Classification Action Post Classification Authority	Position Title and Series Code				-	(mm-dd-yyyy)	
WHA/EX/FRC	Maintenance Mechanic, 1210			FSN-5		5/18/2017	
b. Other							
c. Proposed by Initiating Office					1		
FAC 6. Post Title of Position (if differe)	nt from official title)	-	7. Name of Employee				
o. r out raid of r outlier (it amount not not not not not not not not not n			Armando Gonzalez				
8. Office/Section			a. First Subdivision				
Management b. Second Subdivision		-	Facilities Management c. Third Subdivision				
			The state of the s				
9. This is a complete and accurate description of the duties			 This is a complete and accurate description of the duties and responsibilities of this position. 				
responsibilities of my position.			responsibilities of this	position.			
13. Basic Function of Position	5.						
The incumbent will perform I	icensed level boiler or	erations,	preventative maintenance	e, repairs, a	nd upgrac	les on the	
Chancery steam generating boilers, diesel fuel storage tanks, pumps, filters, and piping system that are used to support the							
boilers.							
The incumbent will executes work orders and responds to emergency calls.							

14. Major Duties and Responsibilities

- The incumbent will perform licensed level boiler operations, preventative maintenance, repairs, and upgrades on two 150 HP and one 15 HP automatic oil fired boilers that provide heat and hot water service to the Chancery Compound. The incumbent will operate, maintain, and upgrade the related water storage tanks, pumps, filters, and piping system that are used to support the boilers. The incumbent will operator and maintain four 20,000 liter diesel fuel storage tanks and two 500 liter diesel fuel day tanks. These diesel storage tanks will be manually monitored daily for fuel levels and the results recorded in the fuel storage log book. The incumbent prepares for the assigned tasks by reviewing blueprints, sketches, diagrams, manufacturers instruction, and operator manuals. The incumbent will prepare lists of materials needed for all assigned tasks and submits the list to the Mechanical Engineer. The incumbent will perform all work in a safe, timely, and cost effective manner. The incumbent will make recommendation to the Mechanical Engineer suggesting improved and cost-effective methods, materials, and equipment.
- The incumbent will drive a truck or other US government owned vehicle to transport tools, equipment, materials and personnel to and from work locations. The incumbent will a sub-cashier, will purchase materials or assist in the acquisition of materials using maintenance transportation and authorized resources. The incumbent will assist other trades when required such as cleaning, painting, lubricating equipment, and moving materials.
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- The incumbent will escort and monitor contracted work and make regular status reports to the Mechanical Engineer.
- ** Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

- a. Education: Completion of local secondary school is required. A boiler operator's license is required.
- b. <u>Prior Work Experience</u>: Four years of progressive responsibilities in the operation, maintenance, and repair of steam generators and the related equipment is required.
- c. Post Entry Training: Steam generating plant operation, distribution, and maintenance. Factory training for Post boilers preventative maintenance programs. Smith Driver Training. Will be trained as necessary in Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, MS Word, MS Excel, MS Power Point, and Outlook.
- d. <u>Language Proficiency</u>: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English level I reading and writing required. Spanish level III reading and writing required.

e. Job Knowledge:

Must be able to read and interpret blueprints, sketches, schematic diagrams, equipment operation and maintenance manuals, and boiler utility code books.

Must have intimate knowledge of the use of water treatment testing equipment.

Must be knowledgeable of the various types of personal protective equipment, and how this equipment is used.

f. Skills and Abilities:

Must be able to correctly use tools of the trade, such as ohm meters, manometers, water chemistry test equipment, various hand and power tools, and be able to work from heights of 50 feet in a bucket truck, motorized man-lift, or scaffolding.

Must be able to use general office equipment (PC, fax, office scanner, and copier) and have basic keyboard skills and computer literacy.

Must be able to use a handheld communication radio and cell phones.

Must be observant, flexible and service oriented.

Must be able to withstand somewhat physically demanding activities such as prolonged periods of standing/walking, climbing ladders, working in cramped spaces, work at locations ranging from ground level to roof level, and at times working in inclement weather.

Must be able and willing to work irregular hours and to be available for work on short notice.

Must possess a valid driver's license.

Must be able to lift 50 pounds.

16. Position Elements:

- a. Supervision Received: The incumbent us under the direct supervision of the Mechanical Engineer.
- b. <u>Supervision Exercised</u>: No supervision duties. May provide guidance and direction to contractors or a work team as assigned.
- c. <u>Available Guidelines:</u> Written and verbal instructions and guidance from the Mechanical Engineer, and Non-Residential Building Operations Manager, 15 FAM, OBO guidelines, equipment technical manuals and other trade related literature.
- d. Exercise of Judgment: The incumbent must exercise good judgment and perform work in a safe manner. Report all malfunctions and mishaps to the Mechanical Engineer and Non-Residential Building Operations Manager. When escorting a contractor report all actions that do not meet the security or Facilities Management requirements. While performing maintenance/repair work, may have to face and solve minor problems.
- e. <u>Authority to Make Commitments</u>: No authority to make financial commitments. The incumbent will be a sub-cashier or a petty cash holder for job related material up to authorized limits.
- f. <u>Nature, Level and Purpose of Contacts</u>: Will have daily contact with the Embassy community. May need to contact Embassy staff or their family member to arrange access for the execution of repairs.
- g. Time Expected to Reach Full Performance Level: Six months.