# 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		
Embassy Mexico City State / OBO 312801 A58004					
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)(Title)(Series)(Grade)					
□ b. New Position					
B. New Fosition					
☐ c. Other (explain)					
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Facinacy 1105		ECN 10		,
WHA/EX/FRC b. Other	Engineer, 1105		FSN-10		4/24/2018
b. Other					
c. Proposed by Initiating Office	Mechanical Engineer (NEC)				
6. Post Title of Position (if different from official title) 7. Name of Employee			L		
6. Fost title of Fosition (if differen	7. Name of Employee				
8. Office/Section		a. First Subdivision			
Overseas Buildings Operations (OBO)		Third Cubdition			
b. Second Subdivision		c. Third Subdivision			
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.			
,					
					V
Printed Name of Employee		Printed Name of Supervisor			
*					
Signature of Employee	Signature of Supervisor	Signature of Supervisor Date (mm-dd-yyyy)			
organical or Employee	Date (mm-dd-yyyy)	1,			
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. There is a valid management		this position, and I certify that it has been classified in			
need for this position.		accordance with appro	priate 3 FAH	-2 standard	is.
13. Basic Function of Position					
The incumbent mechanical engineer reports directly to the OBO Project Director in the performance of his duties under this					
contract. The incumbent will inspect construction; review plans; recommend approval of shop drawings and submittals;					
maintain a daily log of construction activities; develop scopes for change orders and prepare cost estimates; and other					
construction engineering duties related to the construction of the New Embassy Compound in Mexico City. The incumbent					
shall be capable of working independently and shall provide professional engineering services associated with construction of					
the US\$943 million embassy project. He/She will have oversight for approximately 800 construction trades personnel.					

See attached

14. Major Duties and Responsibilities

#### 50% of Time

1. Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO Project Director as to their conformity and non- conformity to the approved drawings and specifications. Make recommendations to the OBO Project Director on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs ensuring contractor compliance with the terms and conditions of the Contract between the construction contractor and the Government. The value of the construction contract is US\$943 mil and the duration is 50 months. The value of the work to be overseen by the incumbent will be approximately \$300 million.

#### 15% of Time

2. Monitor work and prepare weekly, monthly and other reports of the progress of construction as required by the OBO Project Director. Provide digital photographic records to support reports. Study and develop in-depth knowledge of U.S. applicable standards.

### 10% of Time

3. Monitor and update contractor's construction schedule in regards to civil and architectural construction, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO Project Director including recommending the amount of time extensions that are justified by the change.

# 10% of Time

4. Perform any other engineering support duties related to OBO field operations as may be requested by the OBO Project Director, including the site coordination of the commissioning process, the quality assurance for all mechanical testing and inspections. Liaison with Post, coordinate authorized title II civil engineering services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO Project Director.

#### 15% of Time

5. Review and analyze material samples, catalogues and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO Project Director. The incumbent will be responsible for U.S. Government property valued at approximately \$0.5 million. Prepare engineering drawings, mechanical load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyze the contractor's change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by the OBO Project Director.

**Note:** "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."

DS 298 continuation sheet

#### 15. Qualifications Required For Effective Performance

#### a. Education:

Bachelors of Science in Mechanical Engineering from an accredited institution is required.

# b. Prior Work Experience:

Seven years of experience in the field of mechanical engineering with a focus on commercial construction is required. Two years of experience with the International Building Code is required.

#### c. Post Entry Training:

#### None.

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

Level III (good working Knowledge) English Speaking/reading is required.

Level IV (fluent) Spanish Speaking/reading is required.

#### e. Job Knowledge:

Must have knowledge in design and construction practices with U.S. mechanical and plumbing codes and specifications, thorough professional knowledge in mechanical design calculations and criteria, preparation of engineering drawings and specification.

### f. Skills and Abilities:

MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create architectural cost estimates, review mechanical and architectural construction drawings for code compliance and provide briefings to the Project Director on architectural issues. Ability to use AutoCAD to review required. Ability to use AutoCAD to design is a plus.

#### 16. Position Elements

# a. Supervision Received:

Reports to the OBO Project Director.

### b. Supervision Exercised:

The incumbent will not directly supervise any U.S. Government staff members; however, he will be responsible for overseeing the work of up to 800 contractor personnel.

# c. Available Guidelines:

ASTM, ASCE, AISC, UBC, and safety manuals as provided by OBO Project Director. OBO Construction Management Guidelines, OBO/CFSM/CM notices and bulletins, Department of State Foreign Affairs Manual, Consulate administrative notice and bulletins.

### d. Exercise of Judgment:

Must exercise judgment in all construction activities, design alternate schemes where construction documents are not available and determine material is placed properly meeting specification intent.

#### e. Authority to Make Commitments:

None.

# f. Nature, Level and Purpose of Contacts:

Internal – This position will have regular, daily communication with OBO Staff and with the contractor project manager and supervisory staff. There will also be regular communication at a working level with Consulate staff with official visitors from Post or from OBO Washington.

External – Coordinate authorized engineering services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction activities, when requested by the OBO/PD for permits and compliance with local codes.

# g. Time Expected to Reach Full Performance Level:

Nine months.