

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <b>KAMPALA</b>	<b>2. AGENCY</b> <b>STATE</b>	<b>3a. POSITION NO.</b>
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**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. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	<b>PLUMBER FSN</b>	<b>4</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> <b>MAINTENANCE PLUMBER</b>	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION</b> <b>U.S.EMBASSY KAMPALA</b>	a. First Subdivision <b>ADMINISTRATIVE OFFICE</b>
b. Second Subdivision <b>GENERAL SERVICES OFFICE</b>	c. Third Subdivision <b>MAINTENANCE SECTION</b>
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>

_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<b>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.</b>	<b>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.</b>
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_____ Typed Name and Signature of American Supervisor                      Date (mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date (mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

Assigned to the Facilities Maintenance Section responsible for all installations, maintenance and general repairs of plumbing systems in residential leased properties and governments owned office buildings.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **% OF TIME**

Incumbent is responsible for maintenance and installation of plumbing systems and associated equipment in US Mission office buildings, residential quarters and other government owned or leased properties by performing a variety of tasks in plumbing trade. Receives written or oral instruction about the work to be done, plans and determines the nature and extend of repair works required and proceeds to accomplish the necessary repair/maintenance task with established trade methods that may include but not limited to laying water supply pipelines, control valves and drainage systems, installing overhead tanks, pumps, heaters, water distillers, constructing drainage channels man holes, and hook up new house water distribution pressure booster/generator equipment fuel supply lines. Position will also be responsible for installation and repairs of various plumbing appliances such as ice makers, washing machines and replacement of associated accessories, sanitary ware and fittings. Incumbent is also responsible for complete over haul of plumbing installations including swimming pool, unblocking sewer/fresh water lines, clearing air locks/water hammers, water sprinklers, hydrants and boilers etc.

60%

Responsible for periodic preventive maintenance of all plumbing systems such as water treatment plants installed in office locations, Cleaning water reservoirs, de scaling water distiller boilers, swimming pools and will be familiar with the necessary systems/ work procedures and quality. Incumbent, along with co-workers, will be responsible for maintaining plumbing supplies, equipment and tools in good condition and safe from damage or miss use. Reviews the condition of equipment, sanitary wares/fittings under repair and render advice whether such items can be economically repaired and if not, suggests replacement and ensures supplies and plumbing ware in use complies with US Mission specifications and requirements with specific reference to performance and safety. Reports any defects of potential danger on building structures and equipment for appropriate repairs and remedies.

30%

Will perform incidental driving duties to transport tools, equipment and workmen to work site on light pickup truck, directs work performance of a trade helper labourer and provides liaison function for plumbing contractors that may be contracted for house make ready or any construction works in the Facilities Maintenance department. May assist in other works i.e. cleaning, moving, off-loading, digging trenches or any other works as may be assigned by Facilities Supervisors from time to time.

10%

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education

Completion of secondary school (O&A level) and vocational training or apprenticeship recognized as producing journeyman plumbing in tropical countries skills is required.

### b. Prior Work Experience

Three years of journeyman plumbing experience is required.

### c. Post Entry Training

Embassy policies and procedures i.e. safety standards, SOW and customer service training on how best to interact with co workers and other offices.

### d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level II English ability is required.

### e. Knowledge

Must have full journeyman plumbing knowledge of established practices and procedures of the plumbing trade is required.

### f. Skills and Abilities

Be able to use trade tools/ equipment and professionally determine extent of damage or problem with the experience it takes to make necessary recommendations for equipment repair or replacement. Must hold valid Ugandan driving license.

**16. POSITION ELEMENTS**

- a. Supervision Received  
Maintenance Supervisor, Facilities Maintenance Manager and General Services Officer.
- b. Available Guidelines  
Oral and written instructions from the supervisors plus other established trade practices and procedures (SOW).
- c. Exercise of Judgment  
Determine extent, nature of repairs needed and need for replacement of equipment.
- d. Authority to Make Commitments  
None
- e. Nature, Level and Purpose of Contacts  
Co-workers in Facilities maintenance (FAC) section and US Direct Hire Americans employees at the work place and spouses in residential quarters, domestic servants and security guards respectively.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks