

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 358201 650040
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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. Other	Carpenter; 1210	FSN-05	AFRC : jam	03-02-2018
	Lead Carpenter			

6. POST TITLE POSITION (if different from official title) Lead Carpenter	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision ADMINISTRATIVE OFFICE
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b. Second Subdivision FACILITY MANAGEMENT	c. Third Subdivision MAINTENANCE SECTION
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)	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. _____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Under the supervision of the Maintenance Supervisor, this position is responsible for creating, developing, and repairing wood works at the Chancery as well as other locations as necessary. Incumbent supervises a staff of six carpenters to ensure that make-ready residences are completed on time and all aspects of the carpentry shop are maintained in a safe and clean environment.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Incumbent is responsible for managing, coordinating, and guiding six carpenters in performing assigned carpentry duties at the Chancery and GSO warehouse compounds as well as providing support to 115 Government owned and/or leased residences. Incumbent receives, reviews, and assigns work orders related to make ready work, special interest requirements (i.e., July 4 th event and other special events), set up of and developing stages are representational space areas for different special events, supports the build of internal modular furniture and verifies material components to ensure design and build can be completed in a timeline manner.	70%

Designs, makes, assembles and repairs woodwork around the Chancery, GSO warehouse, and residential locations as

required both interior and exterior to these sites. Maintains the carpentry shop in a safe, clean, and positive flow environment to ensure products and materials are utilized as necessary to support the designs and building requirements. Verifies all machinery and equipment are in good working condition and ensures that all tools are utilized by following all safety protocols. Ensures that all staff members have required PPE materials and orders as necessary **30%**

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 follow any other instructions and to perform any other duties requested by his or her Agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school both "O" and "A" level is required.
- b. Prior Work Experience
Three years of journeyman carpentry experience is required; an additional two years of progressive responsibility in managing journeyman carpenters is required.
- c. Post Entry Training
Completion of two (2) years vocational training or apprenticeship recognized as producing journeyman carpentry skills is required. On the job training and minimal supervised training provided by the Maintenance Supervisor. Must pass the DoS Smith Driver Training Course
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level III (Good Working Knowledge) spoken/written of English is required.
- e. Knowledge
Must have a good technical understanding of carpentry and woodworking systems and equipment. Knowledge of U.S. building, trade, construction, fire and safety codes and standards is required.
- f. Skills and Abilities
Must be able to use all tools of the trade; must be able to use Microsoft Office Suites; must have a valid driver's license. Lifting techniques; and basic keyboard skills is required.

16. POSITION ELEMENTS

- a. Supervision Received
Supervision is provided by the Maintenance Supervisor.
- b. Available Guidelines
Oral and written instructions from the Supervisor, established trade practices and procedures; 15 FAM.
- 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 the Maintenance Section, U.S. Direct Hire Americans, employees, clients, and customers in the carpentry field. Purpose of contact is to understand the work requirements, job specific details, or clarity as it relates to carrying out maintenance work.
- f. Supervision Exercised

Directly supervises six carpenters. Incumbent is responsible for subordinates performance appraisal, career guidance and day-to-day supervision and disciplinary action.

- g. Time Required to Perform Full Range of Duties after Entry into the Position
26 weeks

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