

**INTERAGENCY POST 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 Number
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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 If yes, please provide position number:

4. Reason for Submission

- a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade)
- b. New Position _____
- c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Engineer, FSN-1105	FSN-11	HR/OE	Sept 2018
b. Other			AFRCC: MHB	4/22/2021
c. Proposed by Initiating Office				

6. Post Title Position (<i>If different from official title</i>) Building Engineer Supervisor (NEC/NCC)	7. Name of Employee
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8. Office /Section Management Office	a. First Subdivision Facility Management
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b. Second Subdivision N/A	c. Third Subdivision N/A
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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Printed Name of Employee	Date (mm-dd-yyyy)
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Employee Signature

Printed Name of Supervisor	Date (mm-dd-yyyy)
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Supervisor Signature

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	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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Printed Name of Chief or Agency Head	Date (mm-dd-yyyy)
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Chief or Agency Head Signature

Printed Name of Admin or HR Officer	Date (mm-dd-yyyy)
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Admin or HR Officer Signature

13. Basic Function of Position

Under the supervision of the Senior/Deputy Facility Manager, the Building Engineer Supervisor leads a team of skilled tradespersons responsible for maintaining all of the New Embassy Compound / New Consulate Compound (NEC/NCC) operating systems. Included among these are the Mechanical and Electrical Systems, Building

Automation System (BAS), Chiller Plant, Air Handling Units, VAV System, Potable Water, Sanitary Sewage, Storm Sewage, Oil Water Separator Systems, Fuel Delivery, Distribution, and Fuel Monitoring Systems, and the Fire Alarm and Fire Suppression Systems; Electrical Power Generation and Distribution Systems; Voltage Regulators; Transformers; Switchgear; Panel boards, Automatic Transfer Switches; Variable Frequency Drive (VFD) motors and controllers; and Uninterruptible Power Supply (UPS) Systems. Additional responsibilities include supervision of the custodial and grounds maintenance staff, and overseeing an aggressive recycling and energy conservation program.

14. Major Duties and Responsibilities

_____ % of Time

Operations and Maintenance Support 50%

Oversees the operations and maintenance of large, complex, mechanical and electrical systems and equipment such as the Building Automation System (BAS) with their related components, controllers and actuators; the emergency power generation and distribution system including the fuel monitoring system; heating, ventilation and air-conditioning (HVAC) equipment and associated components such as variable air volume (VAV) boxes, reheat coils, fresh air intake systems, smoke purge systems, chillers, and gravity and motorized dampers. Resolves complicated mechanical and electrical problems with minimal disruption to the NEC/NCC operations, and restores these systems to their designed operating parameters and efficiency.

Estimates future maintenance costs including use of new technology that offer potential savings; drafts/formulates mechanical projects including equipment replacement and major overhauls, and assists the Senior/Deputy Facility Manager with future project scheduling and annual budget projections.

Oversees an aggressive and comprehensive preventative maintenance program for critical and non-critical equipment, systems, and controls/controllers by directing facility maintenance staff and/or monitoring contracted service providers, ensuring they use Key Performance Indicators (KPIs) to analyze equipment and system performance, and that their repair and service techniques are code and life safety compliant. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares weekly, monthly and annual status reports documenting the operation, performance, and efficiency of equipment and systems, with recommendations to the Senior/Deputy Facility Manager for scheduling outages for preventive maintenance, major overhauls, or replacement. In the absence of the Senior/Deputy Facility Managers, the incumbent may serve as Acting Facility Manager.

Administrative and logistic Support 40%

Provides budget input for operating, maintenance and repair, and replacement costs to include all tools, special equipment and spare parts required to maintain all systems within the designed operational performance requirements and within operating budget limits. Assists the Senior/Deputy Facility Manager in briefing post management on work and project status. Attends senior level staff meetings, as delegated, to provide justifications for projects, equipment/system outages for preventive maintenance, minor repairs, major overhauls, or replacement.

Assists in maintaining post's Computerized Maintenance Management System (CMMS), in conjunction with post's Work Control Clerk to ensure that planned preventative service events and unscheduled events are recorded/documented in the CMMS and closed out when they are completed. Manages and maintains the technical library consisting of as-built documents (plans and specifications), operations and maintenance manuals, manufacturer's data sheets, list of spare parts and tools, manufacturer's and supplier's contact data, and warranty information on equipment and systems. The incumbent will analyze written and verbal work order requests for maintenance services, and ascertain all of the necessary information to determine whether the work is of a routine, immediate, or emergency nature and prioritize each day's tasks. The incumbent will ensure all work order requests are entered in the CMMS program, inspect ongoing and completed tasks for code compliance, and ensure



tradespersons document labor and materials accurately on completed work orders before they are returned to the Work Control Clerk for closeout.

Develops and monitors contract procurement documents which include: written scopes of work (SOW), construction drawings, specifications, bill of materials, and independent government cost estimates for minor maintenance, repair and alteration projects. Assists in the technical review and analysis of contractor bid/proposals for technical accuracy and completeness, and provides recommendations to the Senior/Deputy Facility Manager and Contracting Officer as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for Post managed contracts, as delegated, to monitor contractor performance for products and services outlined in the SOW and other contract requirements. Assures all project documents are organized and added to the technical library at the completion of the project. Additional duties include the following: develop project acceptance reports; punch lists management; quality control inspections with tests as required, and project/contract closeout documents.

Ancillary/Collateral Duties: 10%

The incumbent will assist the Post Occupation Safety and Health Officer (POSHO) in the day-to-day management of the safety program. Provides weekly safety training to subordinate staff on various topics such as use of personal protective equipment (PPE), lock-out/tag-out procedures, ladder safety, and confine space entry safety. Conducts daily inspections of facilities to ensure fire and life safety practices are in compliance with DOS fire and life safety requirements. Develops deficiency reports with recommendations for solutions along with independent government cost estimates to bring facilities into compliance. Ensures that OBO Fire and SHEM deficiency reports and action items are corrected in a timely manner, and that on line reporting (SMARTS) requirements are kept up to date. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility.

****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.**

15. Qualifications Required For Effective Performance

a. Education

The completion of a 4-year Bachelor of Science degree, or equivalent, in Mechanical/Electrical/General/Civil Engineering from an accredited university program is required. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited or equivalent by the Accreditation Board for Engineering and Technology (ABET) (or a host-country engineering board equivalent) as a professional engineering curriculum.

b. Prior Work Experience

A minimum of five (5) years' experience working as a project manager/supervisor/foreman at a manufacturing plant, major resort, hospital, office complex, or a large university/school system managing a preventative maintenance program that incorporates or utilizes a CMMS to track scheduled and unscheduled maintenance requests and their related expenses. The incumbents work experience must demonstrate a progression of increased responsibility throughout their career, including developing scopes of work, construction documents (plans and specifications) and cost estimates for new construction projects, building repairs, equipment overhauls, and equipment replacement schedules.

In addition, the candidate should have a minimum of one year of experience in management and supervisory duties.

- c. **Post Entry Training**
Will receive orientation training on the Embassy's and the Facilities Management Office's organizational structure, policies and procedures. Incumbent will receive specific on-the-job-training to become familiar with mission maintenance operations. Additional training includes the following:
FSI (Foreign Service Institute) Courses:
PA178 Contracting Officer's Representative (COR)
PA313 Effective Operational Management
PA521 Facility Manager Tradecraft
PA522 Building Automation Systems
PA523 HVAC Building Automation Fundamentals for Building Managers
PA524 Electrical Power Generation for Facility Managers
PA525 Overseas Facilities Management
Distance Learning:
PA296 - How to be a Contracting Officer's Representative (needed in order to assume duties as COR/GTM).
PA528 - OBO Computerized Maintenance Management System
PA526 - ProjNet SM Facilitating Design and Construction Communication
- d. **Language Proficiency:** List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). English level IV (Fluent) Written/Speaking/Reading is required. In order to translate local technical information, contract documents, and correspondences from the local language into English for the Senior/Deputy Facility Manager.
- e. **Job Knowledge**
The incumbent must have superior knowledge, exceptional technical skills, and a thorough understanding of preventive maintenance techniques and practices, and the use of KPIs in managing an effective preventive maintenance program. Must be thoroughly familiar with heating, ventilation, and air-conditioning (HVAC) systems with an in-depth understanding of thermodynamics and how they apply to HVAC theories and principles, well-versed in HVAC controls including motor starters, thermostats, humidistats, variable frequency drive (VFD) motors and controllers, motorized and gravity dampers, building pressurization, building automation systems and sensors; a thorough understanding of International Building Code standards, mechanical / ASHREA standards, indoor air quality standards, ductwork sizing and air flow principles, and fire and life safety codes. Must have excellent knowledge of power generation and electrical distribution systems, voltage regulation, automatic transfer switches, branch circuit electrical wiring, and Ohms law. Must be an experienced supervisor capable of managing a medium size maintenance staff of 10-25 subordinate personnel. Proficient in the use of MS Office software (Word, Excel, Power Point etc.) AutoCAD and other special computer programs required for this position.
- f. **Skills and Abilities**
The incumbent will have superior ability and skills in the following areas: work independently with minimal supervision from the Senior/Deputy Facility Manager; able to serve as the acting Facility Manager in his/hers absence ; develop and manage work plans for self and others including the distribution of work assignments to facility maintenance personnel; manage an effective preventive maintenance program, using CMMS software; develop statements of work, perform feasibility studies for proposed projects, draft and assemble construction documents (plans and specifications), and cost estimates; maintain an adequate inventory of critical spare parts and specialized tools for equipment and systems; assist in developing annual budgets, responses to DOS requests for facility data, and tracking of unscheduled maintenance issues; apply International Building Code and industry best practices to facility management and small, Post-managed projects. Must be able to read and understand civil, structural, mechanical and electrical drawings including as-built and new project layout drawings, equipment schedules, wiring schematics, and riser diagrams; and, skilled at writing detailed technical reports that may include translating technical jargon into laymen's language. Must have a driver's license with a clean driving record. Must have excellent interpersonal skills and be able to handle a large workload and



multiple tasks simultaneously. Must be highly organized.

16. Position Element

a. Supervision Received

The incumbent is directly supervised by the Senior/Deputy Facility Manager. When the Senior/Deputy Facility Manager is absent from post, the incumbent may be delegated to the role of acting Facility Manager and would then report directly to the Management Officer.

b. Supervision Exercised

The incumbent will supervise a staff of 15 individuals from multiple trade disciplines in the management of the day-to-day preventative maintenance program and execution of multiple repair/improvement projects. When performing duties as the Acting Senior/Deputy Facility Manager, the supervisory role may be expanded to include the entire maintenance staff. The incumbent will oversee and manage multiple Building Maintenance Expense (BME) service contractor's, monitoring the performance of their technicians as they perform their monthly service on equipment and systems to ensure the technicians are following the manufacturer's guidance for equipment servicing.

c. Available Guidelines

Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library and equipment literature, operations and maintenance manuals, as-built building drawings and plans, equipment maintenance plans, and OBO technical guidelines including the CMMS Training Guide, the LE Staff and housing handbooks, and the ILMS use and function manual.

d. Exercise of Judgment

The incumbent will exercise sound judgment when carrying out the duties of the position. Safety of self and others must be first and foremost in the performance of duties. The incumbent will make routine judgment decisions when repairing or troubleshooting equipment to determine and implement the best course of action to bring equipment and systems back to the designed operating parameters. The incumbent will lead by example, showing exemplary behavior and character for colleagues and subordinate personnel at all times.

e. Authority to Make Commitments

Generally, the incumbents authority is limited to making commitments on materials used and installation methods to facilitate repairs; commitments to customers on times and dates repairs will be performed/completed, and commitments to the organization that all repairs and installations will be performed in a professional manner, to the recognized IBC and manufacturers standards.

f. Nature, Level, and Purpose of Contacts

The incumbent will have contact with personnel at all levels within the embassy, both Americans and local nationals. These contacts will be in the performance of assigned tasks to include responding to customer complaints. The Building Engineer Supervisor routinely interfaces with vendors and local subject matter experts for system support, working closely with outside contractors conducting repairs and routine service to equipment and systems, and Post managed project being carried out on the NEC/NCC and residential compounds. Will also have regular contact with OBO/FAC technical personnel for support when equipment failures occur.

g. Time expected to Reach Full Performance Level

Nine months.