

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. 650001
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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	PREVENTIVE MAINTENANCE-QUALITY ASSURANCE INSPECTOR FSN-805	FSN 7		2022
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) SHOPS FOREMAN (Lead Maintenance Technician)	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 GENERAL SERVICES OFFICE	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

Performs administrative and supervision function of the Carpentry, Mason, Welding and Painter Shops. Incumbent reports directly to the Facilities Maintenance Officer. Performs Quality Assurance checks on the related Shops.

14. MAJOR DUTIES AND RESPONSIBILITIES **50 % OF TIME**

Directs and coordinates the Embassy's Carpentry, Welding, Painter, Mason shops and the Preventive Maintenance (PM) Team. The incumbent is directly responsible for the functions of these shops, coordinating their work, working with the schedulers and working with other Maintenance Supervisors and their work. The PM team performs regular routine maintenance in the residences on installed 10lb dry chemical fire extinguishers, smoke detectors, and government owned appliances which includes clothes washing machines, clothes dryers, potable water distillers, refrigerators, freezers and installed air conditioning split units. Incumbent

is directly responsible for conducting a safety inspection of the residence looking for all general safety consideration to include but not restricted to main electrical power panels, voltage stabilizers, transfer switches, electrical circuit overloads, tripping hazards, transformers without ceramic tiles, staircase and subsequent handrail, balcony railing systems and swimming pool compliance with standard SHEM requirements. The PM team also checks and repairs the security light systems for proper operation.

35% of time

The incumbent will advise landlords through the GSO Housing Clerk on any safety discrepancies found in Post's leased residential units. He/she will visit all work areas at offices, residences and warehouses to ensure that the PM Team is progressing on schedule while maintaining a high-quality standard of work, using approved materials and parts for maintenance, repair and construction. The incumbent shall provide his/her best advice to superiors in a timely manner. The incumbent will work with supervisor to ensure that the established preventive maintenance schedule is properly executed at both residences and offices.

15%

In the event that two Make-Ready teams will be required to meet the schedule for incoming personnel the incumbent will act as the supervisor for Team 2. During which time the incumbent will supervise approximately 7 painters, 2 electricians, 2 plumbers, and 4 carpenters who are involved in the Make-Ready process.

5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school and successful completion of vocational training as a journeyman from a recognized training facility.
- b. Prior Work Experience
Three years as a journeyman supervisor is required.
- c. Post Entry Training
N/A
- d. Language Proficiency:
Level 3 English ability (good working knowledge) is required. Level I (rudimentary) knowledge of a local language is required.
- e. Knowledge
Must have general knowledge on buildings, electrical and understand maintenance procedures and follow safety precautions.
- f. Skills and Abilities
To plan, implement and accomplish building maintenance works. To read and understand technical engineering drawings. Must have a valid Ugandan driver's license of class with good driving experience.

16. POSITION ELEMENTS

- a. Supervision Received
Works under direction of the Facilities Maintenance Manager.

- b. Available Guidelines
From the FSM and FBO buildings handbook.
- c. Exercise of Judgment
N/A.
- d. Authority to Make Commitments
None, but is allowed to issue expendable materials.
- e. Nature, Level and Purpose of Contacts
U.S. Direct Hire employees and all FSN Maintenance personnel.
- f. Supervision Exercised
Supervises and provides work guidance to the four-man Preventative Maintenance Team
- g. Time Required to Perform Full Range of Duties after Entry into the Position
6 months