

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. 101296, 101169, 100617, 650062, 650063, 650064
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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 101296, 101169, 100617, 650062, 650063, 650064 (6 Positions in total)

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	PAINTER FSN-1210	FSN-4		10/17/2019
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) PAINTER	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. <div style="border-top: 1px solid black; margin-top: 10px;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 10px;"> _____ Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) </div>
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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. <div style="border-top: 1px solid black; margin-top: 10px;"> _____ Typed Name and Signature of American Supervisor _____ Date (mm-dd-yy) </div>	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. <div style="border-top: 1px solid black; margin-top: 10px;"> _____ Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Responsible for the full range of painter trade skills at the journey level including surface cleaning and preparation, sanding, plastering and stucco work, minor repair of wooden moldings, door frames, windows and thresholds prior to painting and refinishing, as well as the entire range of painting, lacquering, and varnishing work required in Embassy as part of Post's scheduled preventive maintenance program.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****Painting 40%**

Paints and varnishes walls, doors, windows and moldings, and performs necessary minor repairs prior to painting.

Installation 20%

Hangs wall coverings, and installs carpet, wood molding and linoleum flooring.

Supplies Management 15%

Advices the Maintenance Supervisor of the types of paint and materials required and estimates the quantity to be purchased.

Advices 15%

Advices the supervisor on the scheduling of jobs, estimating time and material requirements. Installs wallpaper, fiberglass wall covering, carpet, and floor tiles (linoleum) in accordance with generally accepted trade practice.

Other duties 10%**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education**

Completion of high school plus completion of vocational training or apprenticeship recognized as producing journeyman-painting skills is required.

b. Prior Work Experience

Two (2) years of journeyman painting experience is required.

c. Post Entry Training

None

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

Level II English (Limited knowledge) is required.

e. Knowledge

Must have full journeyman painting knowledge of established practices and procedures of the painting trade is required. Must have basic knowledge of local vendors of necessary services/materials.

f. Skills and Abilities

Must be able to use all tools of the trade is required.

16. POSITION ELEMENTS**a. Supervision Received**

Maintenance Supervisor.

b. Available Guidelines

15 FAM regulations, SOPs, directives from the FM. Local trade practices and local regulations. Safety, Health and

Environmental Management (SHEM) Guidelines.

- 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 maintenance section and US Direct Hire Americans employees.
- f. Supervision Exercised
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks

“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.”