



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Belmopan, Belize	2. Agency Department of 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

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-yy)
a. Post Classification Authority Post RHRO	Electrical Supervisor – FSN -1205-08			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee
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8. Office/Section	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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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.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Supervisor Date(mm-dd-yy)

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.
_____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	_____ Typed Name and Signature of Management or Human Resources Officer Date(mm-dd-yy)

13. Basic Function Of Position

The basic function of the position is to operate and maintain post state of the art electrical and fire systems including the buildings power monitoring and automation systems (BAS).

14. Major Duties And Responsibilities _____ % OF TIME
(See attached sheet)

15. Qualifications Required For Effective Performance

- a. **Education:** -A High School Diploma is required.
- b. **Prior Work Experience**
At least five years practical experience as an industrial electrician or industrial electronic technician. A minimum of 2 years of experience must be with modern commercial office building, hotel, factory, industrial, electrical, water , or telecommunications complex. Experience working with U.S. building, trade, construction, fire, and safety codes and standards are highly desirable. 2 years of supervisory experience is required.
- c. **Post Entry Training**
On-the-job training will be provided. On-line training required for Siemens Type WL Switchgear; Siemens Type Simosec Switch gear; Siemens Power Monitoring; Industrial Safety training including Lock Out tag out procedures; SHEM ladder safety; General Shem Safety Training; Siemens MXL Fire system; Kone Elevator Training; Formal or practical training and experience with working with computer controlled switch gears, UPS, motor control panels, programmable Logic Controllers, interior and exterior light systems, high voltage transformers and associated switch yard equipment. Basic and Advance supervisory training is required.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Level IV English is required.
- e. **Job Knowledge**
Must have professional knowledge as an electrical or electronic engineering technician. Must be able to read and interpret blueprints, sketches, electrical schematic diagrams, equipment operation and maintenance manuals. Incumbent must have full journeyman knowledge of practices and procedures in electrical trade.
- f. **Skills and Abilities**
A valid Electrician's license is required. Must have substantial skill in comprehending engineering manual and reports, electrical and control systems schematic diagrams, specifications, and related materials. Incumbent must be computer literate and have the ability to analyze and troubleshoot complex systems utilizing industry standard methods and test equipment. S/he must have a valid driver's license, preferably to operate both automatic and manual transmission vehicles. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for continued employment.

16. Position Element

- a. **Supervision Received**
The position is directly supervised by the FSN Facility Manager. May also receive instructions from the FS Facility Manager and/ or the Management Officer.
- b. **Supervision Exercised**
Incumbent supervise 2 Electricians and 1 Fire System Control Assistant Technician. Incumbent may also be assigned to work along with other Facilities Maintenance staff on an as-needed basis.
- c. **Available Guidelines**
Established written and oral instructions and procedures. BAS manuals and Operations and Maintenance Manuals;
- d. **Exercise of Judgment**
Suggests changes and or Determines maintenance schedule for electrical and fire systems.
- e. **Authority To Make Commitments**
None.
- f. **Nature, Level, and Purpose of Contacts**
Contact with people in the public service such as the electrical utility company and hardware stores.
- g. **Time Expected to Reach Full Performance Level**
One Year

14. Major Duties And Responsibilities (Continue)

55% OF TIME

Maintain and operates the Electrical Power Monitoring Control system, Building Automation System, and other Building Electrical Systems. Included but not limited to, automatic transfer switches, relay logic controls, lighting systems, switchgear PLC system, medium voltage transformer, variable speed drives, three phase regulator, low and medium voltage switch gears, and motor control center. Perform repairs and maintenance on the systems as per the maintenance plan and manufacturer's recommendations. Perform periodic checks and inspections on all the components of the electrical system. Ensures proper use of time, tools, materials, parts and provide data on all completed preventative maintenance tasks, spares, and consumables.

15% OF TIME

Analyzes the Electrical Power Monitoring Control System, draft and submit reports to the facility Engineer detailing operational proficiency. Reports consists of power consumption, evaluation and historical data reviews, depicting systems performance measurements. Reviews reports and logs generated by the Power Monitoring System to analyze the systems performance and report to the facility manager. Assist facility manager with project design information for proposed renovation or new construction work and assist the maintenance staff in performance of in-house projects.

10% OF TIME

Assist in the development and implementation of a comprehensive preventative maintenance program for building systems equipment and associated control devices.

10% OF TIME

Contributes to the safety program of the Mission. Inspects Government building electrical systems to ensure that safety and wellness standards are met. Insures that electrical work does not present health problems or risk of injury to workers or other employees or visitors. Perform additional maintenance and labor tasks as required by the Facility Engineer, Facility Manager, or the Management Officer.

10% OF TIME

Monitor stock level and advice work order clerk and FSN Facility Manager what spares are required to maintain adequate stock levels. Must be available for occasional, infrequent, off-duty

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and weekend work. Must be able to respond to emergencies within one hour of call-out.

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.