



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 HR Office	Security Technician	FSN-7		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee Vacant
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8. Office/Section Regional Security Office	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.

Vacant

 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.

Robert F. Kelty

 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.

Robert F. Kelty

 Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)

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.

Sharon K. Featherstone

 Typed Name and Signature of Management or Human Resources Officer Date(mm-dd-yy)

13. Basic Function Of Position

Incumbent inspects, installs, maintains, and repairs unclassified physical and technical security equipment. Makes recommendations to improve the effectiveness of the security systems at post. Incumbent coordinates the Residential Security Program (RSP) by inspecting leased residences to determine compliance with RSP standards (State and Peace Corps residences). Incumbent inspects, installs, maintains, and repairs residential security equipment, monitors short term DS projects, coordinating with GSO, Facility Maintenance and the LGF as appropriate. Incumbent tracks and projects residential security budget requirements.

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

15. Qualifications Required For Effective Performance

a. Education

Completion of two years of college required with completion of at least a 1 year course certificate in Electronics, Electrical or Mechanical engineering.

b. Prior Work Experience

2-3 yrs experience in major repairs of electronic/technical equipment such as but not limited to alarms, closed circuit TVs, public address systems, delta barriers, vehicle arrest systems etc.)

c. Post Entry Training

Incumbent will be required to take 6-7 weeks of DS related training on the servicing of all DS specific/related equipment such as delta barriers, FEBR doors, alarms, CCTV, public address, x-ray equipment, walk-thru detector etc.; Also self-directed study of FAM, FAH, post housing regulations and other DS regulations.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (Good working Knowledge) Reading/Writing/Speaking English.

e. Job Knowledge

Should have a strong knowledge of power systems, hydraulic systems, electronics and a wide variety of test equipment.

f. Skills and Abilities

Must be able to apply knowledge of above in the installation and maintenance of technical security equipment. Must be able to read blueprints and schematic diagrams of electrical and mechanical systems. Must be able use electronic test equipment. Must be able to apply knowledge and skills through independent problem solving. A valid driver's license is required. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for continued employment.

Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the American Facility Manager with the Regional Security Officer (RSO) serving as the Reviewer. May receive instruction from the A/RSO in the absence of the RSO.

b. Supervision Exercised: Incumbent may be assigned a Trades Helper to assist with handing of tools or holding of ladders. Incumbent is required to oversee DS security equipment installation projects.

c. Available Guidelines: State Department, Diplomatic Security, and Post security regulations and standards, FAM/FAH, GSO Housing Handbook, equipment manuals, installation standards, established office procedures and engineering standards and practices. Guidance provided by RSO, ARSO, ESC, and FM on physical and technical security issues.

d. Exercise of Judgment: Incumbent will work independently and is required to exercise good judgment at all times, within the framework of duties, performance standards and accountability established by the RSO's Office and the Facility Manager. Will be responsible for recommendations to enhance the efficiency of the security systems at the embassy and residences.

e. Authority To Make Commitments N/A

f. Nature, Level, and Purpose of Contacts Incumbent will communicate regularly with RSO, FM, GSO, and ESC FRC and Local guard Force to determine scope of work required and coordinate as appropriate. Incumbent will

have contact with all levels of Mission employees, and staff assigned to DS projects.

g. Time Expected to Reach Full Performance Level

Six months.

14. Major Duties And Responsibilities

- A. Ensure compliance with physical, technical and residential security standards as delineated in the Foreign Affairs Manual, Foreign Affairs Handbook, and RSO policies.
- B. Inspect, install, maintain, repair and make recommendations for improvement of physical and technical security equipment at U.S. Embassy Belmopan.
- C. Maintain and repair all closed circuit television cameras and related equipment, walk-through metal detectors, x-ray machines, itemizers, traffic barricades and vehicle arrest systems, security doors, locks, power supplies and public address systems.
- D. Inspects residences to determine compliance with Residential Security Program (RSP) standards and provides written technical surveys to RSO for use by GSO in lease negotiations. Ensures survey information is properly documented and maintained in appropriate electronic databases and physical files.
- E. Installs, maintains and repairs residential security equipment, to include alarms, security lighting, grilled windows and doors, escape hatches, locks, closed circuit television cameras, and vehicle gate openers. Removes equipment when leases are terminated.
- F. Coordinates and supervises installation of DS and post-funded security equipment by local contracts. Provides guidance and direction to contractors and inspects completed installations and routine/emergency maintenance to ensure compliance with contracted work.
- G. Maintain inventory and adequate stocks of equipment and replacement components for repairs and coordinates acquisitions of new equipment and parts as needed with RSO.
- H. Provides input on development of Residential Security Program Budget.
- I. Provides employees and eligible family members with information and instruction on proper use of residential security equipment.
- J. Document work in written reports to the Officer-In-Charge of the Engineer Services Center (ESC), RSO and Facility Manager (FM).
- K. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out.
- L. Perform other duties as directed by ESC, RSO or FM to support the overall physical and technical security program.
- M. Studies and make recommendations for ways to improve the effectiveness of the security systems at USG facilities.
- N. 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.