



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Attachment "B"

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 310905050396		
3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) New Incumbent				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Post HR	Trades Helper FSN 1210-02	02		04/06/2009
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (if different from official title) N/A		7. Name of Employee Vacant		
8. Office/Section Facilities Maintenance Section		a. First Subdivision Management Section		
b. Second Subdivision		c. Third Subdivision		
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. Maurice Lanza _____ 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. Sharon K. Featherstone _____ 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 the 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 Mgt or Human Resources Officer Date(mm-dd-yy)		
13. Basic Function Of Position Incumbent provides assistance to the Facilities Maintenance team in performing regularly scheduled preventative maintenance work on all electrical and mechanical equipment. Incumbent also performs casual labor as required, including the movement of furniture or supplies, trash collection, storm shutters installation and general cleaning and setting-up for official events.				
14. Major Duties And Responsibilities _____ % OF TIME				
(See attached sheet)				

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required.

b. Prior Work Experience

Up to six months experience in any trade (electrical, carpentry, plumbing etc.) is required.

c. Post Entry Training

On-the-job.

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

Level I English, (Rudimentary), Speaking/Reading/Writing is required.

e. Job Knowledge

Must have knowledge of some trade such as carpentry, plumbing, electrical, mechanical, etc. Must have or readily develop a general knowledge of various tools and their use in repair and maintenance. Knowledge of Safety and Health Environmental Management (SHEM) safety procedures is also required.

f. Skills and Abilities

Must have local driver's license.

16. Position Element

a. Supervision Received

The position is directly supervised by the Plumbing / Carpentry Foreman. May also receive instructions from the Facility Manager, Facility Engineer, or the Management Officer.

b. Supervision Exercised

None. However, other Facilities Maintenance employees may be assigned to work with the incumbent on an as-needed basis.

c. Available Guidelines

Established written and oral instructions and procedures.

d. Exercise of Judgment

None.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

All other staff of the Facilities Maintenance workforce and vendors when doing petty cash purchases.

g. Time Expected to Reach Full Performance Level

One month

14. MAJOR DUTIES AND RESPONSIBILITIES

Incumbent assists all the Facilities Maintenance Team members in performing regularly scheduled preventative maintenance work on all electrical and mechanical equipment. This includes assisting with the servicing or maintenance of the Fire Protection Systems and other security systems, fire water pumps and diesel engines, electrical equipment, generators, smoke and heat detectors, fire extinguishers (on the compound and in the residences), gates and delta barriers.

Incumbent is required to use hand and power tools to perform the assistance required. Assistance could include holding ladders, cleaning tools or work site, minor painting jobs, plastering, rough carpentry, minor plumbing, delivering and setting up of new appliances, assisting with inventory of tools, spare parts etc.

Additionally, the Trades Helper is expected to perform casual labor as required by the Facilities Maintenance section, including the movement of furniture or supplies, trash collection, storm shutters installation, local procurement using petty cash and general cleaning and setting-up for official events. Incumbent may be required to drive a motor vehicle to transport equipment, tools and materials to and from job sites.

Incumbent may also be required to perform unscheduled emergency repair work as needed.

Incumbent is required to perform any other duties, which may be assigned.