

15. Qualifications Required For Effective Performance

a. Education

Completion of primary school is required.

b. Prior Work Experience

Three years of full journeyman level generator mechanic experience are required.

c. Post Entry Training

On-the-job training, safety awareness seminars and on-line industrial safety courses.

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) Speaking, Reading, Writing English is required.

e. Job Knowledge

Full journeyman level knowledge of established practices and procedures in the generator mechanic field is required.

f. Skills and Abilities

A valid driver's license is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for continued employment.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the FSN Facility Manager.

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

Guidelines are provided by established trade practices, agency/equipment technical manuals, manufacturer's instructions, catalogs and the internet.

d. Exercise of Judgment

Must exercise good judgment when fine tuning equipment.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

The majority of the incumbent's contact is with colleagues and other maintenance personnel. Incumbent may explain proper operation of equipment to users. Incumbent also contacts local vendors/suppliers for availability of supplies.

g. Time Expected to Reach Full Performance Level

One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

Repair/Maintenance of Generator/mechanical equipment **80% OF THE TIME**

Incumbent is responsible for all generator maintenance work for the Embassy and for all agencies that pay for this service under ICASS.

Incumbent performs full journeyman level generator maintenance work to include overhauls, oil changes, lubrications, preventive maintenance, installation and refueling of generators.

Incumbent examines machines and equipment to determine nature and extent of generator maintenance.

Incumbent disassembles, adjusts, repairs or replaces defective parts or components on generators, lawn mowers, grass cutters, small gasoline and diesel engines and other miscellaneous mechanical equipment. Incumbent observes the operation of the equipment, adjusts operating controls to achieve maximum efficiency, places emergency procedures in effect, and monitors electrical and mechanical safety.

Incumbent is required to monitor stock level and advise the Facility Manager what spares are required to maintain adequate stock levels. Also, the incumbent is responsible for reporting usage of all spares on work orders and keeping the Facility Manager updated on the status of all work assignments.

In the event that the incumbent is unable to perform highly skilled repairs or maintenance on the standby generators, he shall immediately inform his supervisor and may provide assistance in making arrangements for a contractor to do the repair work.

Incumbent may be required to assist other skilled mechanics and technicians, on an as needed basis.

Other Duties **15% OF THE TIME**

Incumbent maintains appropriate inventory records of all generator maintenance tools, working closely with the warehouse staff and the direct supervisor.

Incumbent may be required to perform unscheduled emergency repair or emergency maintenance work on the standby generators as needed. Incumbent may also be required to assist other technicians in performing other unscheduled emergency repair work as needed.

Incumbent is required to perform casual labor or other administrative duties as may be required by the General Service Office or Facility Maintenance Section, such as trash collection, installation of storm shutters, general cleaning and setting-up for various embassy events.

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

Designated Money Holder

5% OF THE TIME

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.