



#### 14. Major Duties and Responsibilities:

**Inspections:** Assist in scheduling and performing required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Perform visual inspections of fire detection, alarm, and suppression systems when installed in buildings. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determine methods for correcting identified safety and fire hazards and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement. **20%**

**Training:** Assist in developing and providing safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants. **10%**

**Mishap Reporting and Investigation:** Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Perform basic fire investigations and analysis of cause. Submit to reports to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850, and track accident trends for the POSHO and SHEM Committee. **15%**

**Program Documentation:** Maintain and updates Mexico City office files to include records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings. Keep the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product. Ensure that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees. **10%**

**Implementation:** Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensure that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO, the Supervisory Regional Safety Program Coordinator and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develop plans, procedures, and standards to implement fire protection and prevention programs. **20%**

**Management:** The incumbent is responsible for the management of the SHEM program for Embassy Mexico City. In accordance with 15 FAM requirements, safety, health, and environmental hazards must be identified in the selection of properties to eliminate the possibility of dangerous conditions that can cause serious injuries or fatalities. The intent is to correct serious hazards and then, through effective management, ensure that safe conditions persist for as long as the property is occupied by the USG. The incumbent must inspect and verify that properties under consideration for purchase or lease by the U. S. Government are free of safety, health, and environmental hazards, and that any identified hazards have been effectively controlled or eliminated. **25%**

**Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Baccalaureate degree in Industrial or Environmental Engineering, Construction Engineering, or Architecture is required.

b. Prior Work Experience:

Minimum two year experience in Industrial or Environmental Management, Occupational Safety, Construction Supervision, or Quality Control Assurance.

c. Post Entry Training:

Post Occupational Safety and Health (OSHA) training as well as attendance at the next available SHER Seminar.  
Smith (driver safety) training.  
First Responders training.  
Integrated Pest Management training.  
Contracting Officers Representative training and certification.

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

Level 3 spoken and written English is required for training and translating materials into the host language.  
Level 3 spoken and written Spanish is required.

e. Job Knowledge:

The incumbent must have a comprehensive knowledge of occupational safety and health guidelines and regulations, and general specialist knowledge of environmental safety standards.

f. Skills and Abilities:

Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing Mission structure. Must possess a valid driver's license. The ability to lift 50 pounds.

16. Position Elements

a. Supervision Received:

The incumbent will receive direct supervision from the Supervisory Regional Safety Program Coordinator.

b. Supervision Exercised:

NONE

c. Available Guidelines:

15 FAM 900, 15 FAM 800, OBO safety, health, environmental, and fire related materials, the Department's Safety, Occupational Health and Environmental Management Resource Guide, as well as any post and country specific materials regarding local and on the job safety regulations and laws.

d. Exercise of Judgment:

A high degree of good judgment is required to keep USG programs and projects operational while avoiding loss or damage to mission personnel and property. The incumbent must take the initiative to research problems and find innovative solutions where no funds are involved.

e. Authority to Make Commitments:

No authority to financially commit the USG. The incumbent has authorized to request funds for the procurement of supplies and materials necessary to support the safety program and training of individuals.

f. Nature, Level and Purpose of Contacts:

Daily contact with American and Locally Engaged Staff of all USG agencies at all organizational levels, contractors in the performance of duties, local government, host government, and U.S. Government health and safety officials. Contact with various Overseas Building Operations offices.

g. Time Expected to Reach Full Performance Level:

One Year