

14. Major Duties and Responsibilities

- The incumbent is responsible for the direct supervision of 21 skilled Foreman and Tradesman. He/she will ensure work orders are distributed to the appropriate tradesmen, and will follow up to ensure the work was completed correctly. The incumbent will develop and maintain assignment and leave schedules, and coordinate repair tasks with the residential inspectors. He/she will personally execute or assign preventative maintenance tasks of residential buildings electrical, plumbing, HVAC, as well as verifying the conditions and clearing drains, sewers, roofs, water pumps, checking appliances: washers, driers, water pumps, refrigerators and freezers, etc. He/she will oversee the condition and accountability of hand tools and office/shop equipment at his/her location. **70%**
- The incumbent will respond to after hour emergency service/repair calls by personally conducting examinations of malfunctioning equipment, conducting diagnostic tests to determine the nature and extent of the malfunction, making the repairs personally, or assigning the repair task to an appropriate tradesman. **20%**
- The incumbent serves as Back Up to the Residential Operations Manager in his/her absences. **10%**

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

15. Qualifications Required For Effective Performance

- a. Education: Completion of high school is required.
- b. Prior Work Experience: Three year experience as a foreman or supervisor in a maintenance or construction environment is required.
- c. Post Entry Training: SHEM work requirements and practices. Smith Driver training. Will be trained as necessary in Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, MS Word, MS Excel, MS Power Point, and Outlook.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
 Level 3 English
 Level 3 Spanish
- e. Job Knowledge:
- Must be able to read and interpret blueprints, sketches, electrical schematic diagrams, PLC schematics required trade manuals, equipment operation and maintenance manuals, and electrical and electrical/mechanical utility code books.
 - Must be knowledgeable of the various types of personal protective equipment, and how this equipment is used.
 - Must have knowledge in the operation and function of electrical power, water, and heating ventilating and air conditioning systems.
 - Must have knowledge of project management, cost estimates, contract management, and customer relationship/conflict management.
- f. Skills and Abilities:
- Must be skilled in the use of general construction and maintenance tools and equipment.
 - Must be skilled in the use of hand held electrical testing equipment.
 - Must be able to work from heights of 50 feet in a bucket truck, motorized man-lift, or scaffolding.
 - Must be able to use general office equipment (PC, fax, office scanner, and copier) and have basic keyboard skills and computer literacy.
 - Must be able to use a handheld communication radio and cell phone.
 - Must be observant, flexible and service oriented.
 - Must be able to withstand somewhat physically demanding activities such as prolonged periods of standing/walking, climbing ladders, working in cramped spaces, work at locations ranging from ground level to roof level, and at times working in inclement weather.
 - Must be able and willing to work irregular hours and to be available for work on short notice.
 - Must possess a valid driver's license.
 - Must be able to lift 50 pounds.

16. Position Elements

- a. Supervision Received: The incumbent will receive direct supervision from the Residential Operation Manager.
- b. Supervision Exercised: The incumbent will supervise and direct a staff of 21 skilled Foreman and Tradesman.
- c. Available Guidelines: 15 FAM, OBO/Guidelines, National Fire Protection Association code manuals, Uniform Building Code, Uniform Plumbing Code, National Electric Code, Uniform Mechanical Code, International building codes, Mexican building codes, Architectural and Graphics Standards, Uniform Federal Accessibility Standards (UFAS), US Embassy (OBO) Design Standards.

d. Exercise of Judgment: The incumbent must exercise good judgment and ensure work is performed in a safe manner and report all malfunctions and mishaps to the Residential Building Operations Manager. The incumbent must ensure that the occupants are notified of maintenance or repair work if it will take longer than predicted.

e. Authority to Make Commitments: No authority to make financial commitments. Petty cash purchases for job related material up to authorized limits. As the authority to commit work teams and adjust work schedules as needed.

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, vendors, and service providers.

g. Time Expected to Reach Full Performance Level: Six months