

POSITION: CHAUFFEUR/LABORER

BASIC FUNCTION OF POSITION

Performs unskilled manual labor within U.S. Government offices, warehouses and residential property as well as skilled chauffeur services for GSO P & I section.

MAJOR DUTIES AND RESPONSIBILITIES

- Drives vehicles ranging from sedans and forklifts to large step-vans and provides chauffeur services for other sections as needed. Moves, lifts and carries furniture, fixtures, appliances, office equipment and supplies in the warehouses, offices, and residences. Items vary from small and light, to large and heavy.-----40%
- Assists in furniture, fixture and appliance set-up/removal within residences, and office furniture set-up within the office. Removes, re-arranges or covers furniture for renovation of residences and offices.-----30%
- Arranges and stores new shipments into the warehouses. Assists in unpacking and receiving items, including assisting proper storage or disposal of shipment containers.-----10%
- Provides laborer and chauffeur services for Diplomatic Pouch Run and special flights.-----10%
- Assists in NEPA inventory and disposal sales.-----10%