

14. Major Duties And Responsibilities

% OF TIME

Drives the large trucks to transport furniture, appliances and equipment.

75%

Reports to the warehouse foreman on the conditions of the trucks; completes daily reports of supplies and non-expendable property moved to different locations as requested on authorized ILMS requests.

20%

Assists in the organization and placement of property in the Embassy warehouse. The incumbent supervises the delivery and pick up of non-expendable furniture, appliances and equipment. Selects the number of labors and type of truck needed to handle transportation assignments and requests additional manpower, resources and overtime as needed to meet tasks.

Plans the loading of the truck to maximize cargo usage and maintain weight balance. Supervises the unloading of the truck and hauling and placement of cargo to its final point of delivery or storage.

Reviews and corrects the household ILMS inventory reports taken by his/her crew for accuracy and completeness. Ensures that the resident of, or his/her representative, has signed for the delivery or pick-up of furniture. Discrepancies in the pick-up or delivery of furniture are reported in writing to the ILMS storekeeper.

Using forklifts and other warehouse handling equipment, ensures the safety and proper storage of property. Examines warehouse areas to ensure proper safety standards are followed and ensures no fire hazards exist.

5%

Assist in the organization and placement of property throughout the Embassy and other duties as assigned.

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:

Completion of high school is required.

b. Prior Work Experience:

Three years of experience as a truck driver, including warehouse experience, is required.

c. Post Entry Training:

Smith System driving techniques.

On the job training (use and safety of warehouse equipment will be provided).

Training at heights certificate.

OSHA Forklift training.

d. Language Proficiency:

English level 1 (rudimentary level) is required. Spanish level III (good working knowledge) is required.

e. Knowledge:

Good layman's knowledge of basic auto mechanics and detailed knowledge of the city of Bogota are required.

Good working knowledge of transporting household goods and local moves is required.

f. Skills and Abilities

Must possess a valid local driver's license (category C2) and have the ability to drive government owned vehicles.

Ability to operate forklifts, warehouse tools, equipment and lift heavy loads and items like furniture and equipment according to the Colombian labor regulations is required.

16. Position Elements

- a. Supervision Received:**
Direct supervision of the Supply supervisor (N52230) and guidance of the Warehouse Foreman (A52232).
- b. Available Guidelines:**
6 FAM and embassy procedures and warehouse safety regulations.
- c. Exercise of Judgment:**
Must be able to deal effectively with routine traffic challenges in Bogota. Must be able to change routes if necessary and to make decisions as to the safety and operability of embassy vehicles. Ensuring that daily assignments are completed.
- d. Authority to Make Commitments**
None.
- e. Nature, Level and Purpose of Contacts:**
Daily contact with FSN employees and warehouse staff (Spanish speakers) to discuss inventory, delivery, and removal of furniture, office equipment, and supplies.
- f. Supervision Exercised**
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position**
Three (3) months.