



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Bogota

2. AGENCY

3a. POSITION NO.

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
(Position No.) (Title) Driver/Warehouseman (Series) 1015 (Grade) FSN-3

b. New Position

c. Other (explain) Standard PD

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)

7. Name of Employee

8. Office/Section

a. First Subdivision
General Service Office (GSO)

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Signature of Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position

Under the direct supervision of the supply supervisor, the incumbent drives the Embassy medium size trucks to transporting furniture, appliances and equipment from/to the warehouse (s) and to/from the different apartments. Support special Embassy events. Help with the warehouse sales. The employee coordinates a warehouse crew of 2 to 4 labors.

14. Major Duties And Responsibilities

% OF TIME

Drives the Embassy official vehicles to transport furniture, appliances and equipment for more than 400 apartments at post.

70%

Reports to the supervisor on the conditions of the small trucks, completes daily reports of supplies and non-expendable property move to the different locations as requested on authorized ILMS requests. 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.

20%

Pulls an assembly chairs, tables, tents, portable stage, decorations and other material equipment as needed for various events. Assist in the organization of the warehouse sales and placement of property throughout the Embassy and other duties as assigned.

10%

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:

At least 2 years of driving experience with Class B2/C2 local driver's license is required.

c. Post Entry Training:

On the job training.

Smith system training

Working at heights training course

Forklift OSHA training course

d. Language Proficiency:

English language is not required. Spanish Language level 3 (good working knowledge) is required.

e. Knowledge:

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

Intermediate knowledge of transporting household goods and local moves is required.

Intermediate knowledge of motor pool policies and regulations as well as the best and safest routes to and from the Embassy is required.

f. Skills and Abilities

Valid local driver's license (category B2/C2) and good ability to drive government owned vehicles including medium size trucks are required.

Must be able to operate forklifts, warehouse tools and equipment, and lift heavy items according to the Colombian labor regulations.

16. Position Elements

a. Supervision Received:

Directly supervised by the Supply Supervisor position (N52230) and receives work guidance from 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 LE Staff employees and warehouse staff (Spanish speakers) to discuss inventory, delivery, and removal of furniture, appliances, office equipment, and supplies.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

90 Days.