



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

| | | |
|---|---|---------------------|
| 1. Post <p style="text-align: center;">ABIDJAN</p> | 2. Agency <p style="text-align: center;">STATE</p> | 3a. Position Number |
|---|---|---------------------|

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. Redescription of duties: This position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Hiring purpose

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|------------------------------------|--------|----------|-------------------|
| a. Post Classification Authority | Warehouse Team Leader/Truck Driver | FSN -4 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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|---|---------------------|
| 6. Post Title Position (If different from official title) | 7. Name of Employee |
|---|---------------------|

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|---|---|
| 8. Office/Section <p style="text-align: center;">AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE</p> | a. First Subdivision <p style="text-align: center;">ADMINISTRATIVE</p> |
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|---|---|
| b. Second Subdivision <p style="text-align: center;">GENERAL SERVICES OFFICE</p> | c. Third Subdivision <p style="text-align: center;">MOTOR POOL</p> |
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| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |
| <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy) | <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy) |

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| 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. | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
| <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy) | <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy) |

13. Basic Function Of Position
Responsible for operating all types of trucks and vehicles for GSO Warehouse.
Supervises work crews for pick-up and delivery of furniture, equipment, materials and supplies.
Serves as a Team Leader for organizing warehouse monthly scrap sales and semi-annual auction sales.
Conduct inventory of incoming and out going property from warehouse and ensure efficient accountability is maintained.

14. Major Duties and Responsibilities 100 % of Time
Incumbent is Team Leader for warehouse employees as well as casual labourers, supervising teams of 10 persons to include Warehouse men and casuals on a routine basis. Responsible for coordinating and leading work crews for deliveries to mission residences and offices. This includes delivery of Expendable Office supplies, diplomatic cargo and non-expendable property such as furniture, furnishing, appliances, household effects

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school (CEPE or equivalent) is required.

b. Prior Work Experience

Three years of experience as a professional Chauffeur is required, including some experience driving oversized trucks.

c. Post Entry Training

On the job training by Supervisors.

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

Level I French and English language

e. Job Knowledge

Must be familiar with local traffic laws and area traffic patterns.

Good communication skills and ability to supervise people.

f. Skills and Abilities

Must be able to perform moderately heavy work.

Must be in possession of local driver's licence appropriate to type of vehicle operated.

16. Position Element

a. Supervision Received

Supervision received from Warehouse Supervisor.

b. Supervision Exercised

Serves as Team Leader to oversee and direct work crews of 2-8 warehouse and casual laborers.

c. Available Guidelines

Mission Motor Pool Policy for official and non-official transportation.

GOCI laws and regulations, verbal and written instructions from supervisors.

d. Exercise of Judgment

Must use judgement in evaluating work load and scheduling targets in order to meet customer and performance demands.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Daily contact with American USG personnel and LES

g. Time Expected to Reach Full Performance Level

Immediate

Addendum 1

unaccompanied air baggage (UAB) and party supplies. This also includes providing assistance in unloading containers delivered to GSO. Prepare and fill requisitions for issuances or Turn-ins in accordance with instructions picking items from storage areas, segregate and assemble them to warehouse checkpoints. Check storage areas to ensure items of supplies are properly stored at the right location paying attention to fire hazards. Ensure that all the storage areas are clean. Also ensure the safe and proper handling of all materials, including applications of protective coating or wrapping to items in storage or during transport. Assist with conducting inventories, disposal sales, scrap sales, coordinates and supervises support flights. Safely operate 5-ton trucks and forklifts for handling, storage and/or delivery of materials, equipment and workers, being sure to maintain vehicles in serviceable and clean condition. Also responsible for transporting workers to job-sites on a daily basis. Routinely assist with heavy lifting and manual labor involved with moving and opening packing boxes, storage crates and breaking down of pallets as associated with deliveries. Coordinates special events logistics with special teams.