

## **ADDENDUM**

Planning of daily activities and the allocation of resources in order to meet operational needs. Oversees and instructs work teams and ensures tasks are completed. Actively participates in the physical work when situations necessitate hands-on assistance. Ensures all safety policies and measures are followed by all personnel working within his area of responsibility.

40% of time.

- Prepares issuance and turn-in forms (DS-584) for all incoming or outgoing warehouse items, and inputs property transfer actions into the Integrated Logistic Management System (ILMS). Selects items for issuance according to requests.

30% of time.

- Assists in organizing storage space for all furnishings, appliances, and other materials in all warehousing facilities. Ensures housekeeping is performed on a continual basis.

10% of time.

- Performs inventories in residences, warehouses, and throughout the Embassy compound.

10% of time.

- Operates material handling equipment -- small trucks, vans, lift trucks, and pallet jacks.

5% of time.

- Issues and receives damaged and repaired furnishings and ensures contracted vendors sign for any items taken possession of, and repaired items are of satisfactory quality and in the quantities required for inventory tracking. 5% of time.

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.