



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <b>GUAYAQUIL</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number <b>311802 A52628 – A52629</b>
-----------------------------	---	--

3b. Subject to Identical Position? 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 VACANT POSITION) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	WAREHOUSEMAN, FSN-805	FSN-2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section <b>MANAGEMENT SECTION</b>	
b. Second <b>GENERAL SERVICES OFFICE</b>	

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  <b>ENRIOUE CARRERA</b> _____ Printed Name of Supervisor   _____ Signature of Supervisor <u>1/21/2015</u> 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  <b>JOHN THOMPSON</b> _____ Printed Name of Chief or Agency Head   _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	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.  <b>TEENA EGE, RHRO</b> _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)
--	---

**13. Basic Function of Position**  
See attached.

**14. Major Duties and Responsibilities**  
See attached .

## 15. Qualifications Required For Effective Performance

- a. **Education:** Completion of Secondary Education is required.
- b. **Prior Work Experience:** Two years' experience in delivery of goods; or inventorying; or warehouse work or trades background or related experience is required.
- c. **Post Entry Training:** Smith System training, forklift operations and vehicular record keeping. Familiarization with Department of State supply, property and custody records.
- d. **Language Proficiency:** Level III speaking/reading Spanish is required and Level II speaking/reading English are required.
- e. **Knowledge:** Familiarity with the Department of State regulation and instructions. Basic knowledge of Word, Excel and Outlook. Incumbent should learn locations of various types of supply/property items and be able to recognize them by sight and from oral descriptions.
- f. **Skills and abilities:** Must be able to assist with organization of the supply room and warehouse. Must have a valid driver's license with a good driving record. Must know how to operate forklift and be able to lift at least 70 pounds.

## 16. Position elements

- a. **Supervision Received:** Supervised by the GSO Assistant Property. Also receives work direction from Supply Clerk.
- b. **Available Guidelines:** Department of State instructions, Mission Policies.
- c. **Exercise of Judgment:** Must insure maximum safe use of resources.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Must maintain cordial relations with post personnel.
- f. **Supervision:** None.
- g. **Time required to Perform Full Range of Duties after entry into the Position:** Three months.

ATTACHMENT TO POSITION DESCRIPTION (DS-298) FOR AXXXXX, AXXXXX WAREHOUSEMAN, FSN-805-2**13. BASIC FUNCTION OF POSITION**

Serves as Warehouseman. Maintains the Regional Warehouse Ecuador, including processing, packing, unpacking, shipping, receiving, inventorying, delivering, and organizing the general warehouse and supply room. Drives official vehicles, including a delivery van and forklift. Delivers and removes furniture. Set up, tears down, and cleans up events and conference rooms. Responsible for safe maintenance and operations of all warehouse activities. Complies with all applicable regulations and policies. Receives work direction from Supply Clerk and supervised by the GSO Assistant Property.

**14. MAJOR DUTIES AND RESPONSIBILITIES****Warehouse Operations****50%**

Responsible for packaging of furniture and equipment, moving materials, supplies, appliances and furniture with forklift and Government vehicles, assisting in general organization and clean-up of warehouse, supply room and adjacent outside areas, as required. These responsibilities include loading, unloading, delivery, set-up and the pick-up of warehouse items, such as appliances, and other equipment, and returning such items to the warehouse. Work will frequently involve lifting and carrying boxes, furniture, and other items up to 70 lbs. Will operate two different forklifts and a cargo van.

Assists the Supply Clerk with receiving all furniture, appliances, equipment, and other items in the warehouse. Assists with preparation and organization of items/furniture/appliances/materials for deliveries and auctions. Cleans, wraps, palletizes, and maintains all property in the warehouse.

Prepares and/or receives furniture and appliance deliveries to and from the Embassy Quito community. Organizes, prepares, and packs shipments. Coordinates and with the contractor responsible for loading, unloading, delivering, and/or receiving these shipments. Assists the supply clerk to ensure that all shipments entering or leaving the warehouse are properly documented.

Performs other duties as assigned.

**Local Deliveries****20%**

Delivers and picks-up furniture, appliances, equipment and other items on an as needed basis. This work includes placing items in or removing items from the residences at the direction of the occupant. Will make the utmost effort to protect the buildings and to items at all times.

**Safety****10%**

Will safely operate and maintain the warehouse. This includes always maintaining safe lifting procedures, wearing proper personal protective equipment [PPE] (specifically fall harness and lanyard), and safe operation of vehicles and material handling equipment. Clean, organize, and maintain the warehouse to minimize hazards. Conduct daily safety inspections of the warehouse and equipment. Notify the POSHO of any discrepancies.

**Welcome Kits****10%**

Incumbent assists with the preparation, inventory, cleaning, repair, delivery, and recovery of welcome kits. Assists the Property Database Clerk and Supply Clerk with these responsibilities. Delivers welcome kits to and picks them up from local residences on an as needed basis. Replenishes expendable supplies. Inventories durable items, identifying damaged or missing items for replacement. Cleans and folds all linens and towels in the kit between users. Responsible for submitting work orders for household appliances and other equipment in the warehouse to ensure they are in good working condition.

**Conference Rooms and Events****10%**

Will set-up, prepare, and tear down conference rooms and events. This work includes delivery and recovery of chairs, tables, and other equipment. Will coordinate with the Janitorial Services COR to ensure that the space is properly cleaned before and after the conference meeting, or event. Will set up the space according to the direction of the requestor.

**Note:** "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."