

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Mexico City	2. Agency DOS	3a. Position Number 312801 A52235
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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) A52-115 (Title) Procurement Agent (Series) 810 (Grade)

b. New Position

c. Other (explain) New position approved on 2012

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Florida Regional Center	Supply supervisor, 905	FSN-8		02/19/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position (if different from official title)	7. Name of Employee N/A
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8. Office/Section US Embassy Mexico City	a. First Subdivision Management Section
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b. Second Subdivision GSO	c. Third Subdivision Property
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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.

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 this 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

The warehouse supervisor plans, directs, and coordinates all non-expendable warehouse operations for State and all other agencies serviced under ICASS. The warehouse supervisor reports directly to the Property Operations Supervisor and through him/her to the A/GSO for logistics. The warehouse supervisor is responsible for the day to day operations of the Embassy warehouse, warehouse deliveries, and the supervision and schedules of 10 (potentially 12) full-time locally employed warehousemen, including two Senior Warehousemen. The warehouse supervisor is responsible for the property management of assets valued at over \$15 million located in the Embassy warehouse, including maintenance equipment and materials. S/he ensures proper receiving, transportation of all goods, accountability of all goods in the ILMS system, maintains accountability and maintenance for all items in accordance with FAR and DOS regulations and is responsible for the receipt, accountability, damage reports, and disposal of thousands of items per year.

14. Major Duties and Responsibilities

1. Plans, schedules, and coordinates all non-expendable warehouse operations. Manages eServices portfolio and does staff scheduling and deliveries of items to the warehouse and the delivery of warehouse items to the 400+ Embassy residences and other USG properties located throughout Mexico City. (40%)
2. Manages furnishing of residences as Post transitions to an all-furnished Post - over 150 properties remain to be completely furnished. (10%)
3. Ensures all State Department and USG safety measures are implemented and enacted on a daily basis. Ensures proper safety and security measures are observed at all times by everyone in the warehouse. Ensures all safety equipment is property used and maintained, and that the team has all needed tools and supplies to perform their activities. (10%)
4. Responsible for verbal counselling of supervised employees, as needed, to improve performance and conduct – recommends disciplinary actions, trainings, and awards for employees – advises employees on possible career development – makes recommendations for promotions. (20%)
5. Safeguards USG property - schedules repairs of appliances and other non-expendable property as needed and ensures that all warehouse items are maintained in top working condition. Coordinates with other Property Section team members to ensure proper receiving and transfer reports are completed daily and that all non-expendable items, valued at approximately \$15 million are accounted for at all times. Ensures accountability of all goods in the ILMS system, maintains accountability and maintenance for all items in accordance with FAR and DOS regulations, and is responsible for the receipt, accountability, damage reports, and disposal of thousands of items per year. (10%)
6. Uses initiative to plan ahead for deliveries, coordination, staffing, large events, etc. Coordinates with other Embassy sections to arrange transportation of all goods, to ensure that installation is done properly and safety and security measures are implemented/observed. Manages warehouse activities required for the annual inventory and disposal auctions. (10%)

15. Qualifications Required For Effective Performancea. Education:

At least 2 years of university studies.

b. Prior Work Experience:

Two or more years of supervisory experience, directly supervising at least five employees. Two years of experience in warehouse/property management.

c. Post Entry Training:

Post provides software and documentation, but the position holder must be able to learn the intricacies of the computer programs independently. Safe driver training, forklift training, and truck driving special license provided by Post.

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

English – level III; Spanish – level IV

e. Job Knowledge:

General of knowledge of State Department operations in Mexico; Familiar with FAM and FAH regulations dealing with warehouse and property operations (14 FAM); Managing Mexican personnel, working environment in Mexico City; People management, Business unit management, Property and asset management, business administration. Warehouse operations safety course/knowledge is required. Expertise in warehouse organization - palletizing, space management.

f. Skills and Abilities:

Must have thorough knowledge of State Department property and supply procedures and 6 FAM, 14 FAM and 14 FAH regulations. Strong knowledge of accounting and inventory procedures is required. Must understand and operate the Asset Management and Ariba modules of ILMS. Must understand and operate e-Services and the Generic Services Request module of WebPASS. Must be able to lift 25 lbs.

16. Position Elementsa. Supervision Received:

Incumbent is supervised by the Property Operations Supervisor.

b. Supervision Exercised:

Directly supervises 10 positions (possibly 12)

c. Available Guidelines:

State Department property and supply procedures and 6 FAM, 14 FAM and 14 FAH regulations

d. Exercise of Judgment:

Makes decisions daily on the best use of USG resources – 10 staff, vehicles, non-expendable assets; Recommends placing purchase orders worth hundreds of thousands of dollars; Supports all agencies at Post, interacts and makes decisions on requests submitted by agency heads; Interacts with the Front Office on the CMR and DCMR furniture and appliances needs

e. Authority to Make Commitments:

As it related to managing staff of 10 people and scheduling deliveries of USG property according to Post's Furniture and Appliances policy.

f. Nature, Level and Purpose of Contacts:

Regular contacts with all sections at the Embassy services by the warehouse. Contact with contractors visiting the warehouse.

g. Time Expected to Reach Full Performance Level:

One year