



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;">Mexico City</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number <p style="text-align: center;">A52-220</p>
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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) - A52-220 , (Title) Warehouseman/Chauffeur (Series) 805 (Grade) 3

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <u>HRO/MEXICO CITY</u>	<u>Chauffeur/ Warehouseman 805-3</u>	<u>FSN-3</u>		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;"><u>Chauffeur/Warehouseman</u></p>	7. Name of Employee _____
8. Office/Section <p style="text-align: center;"><u>U.S. Embassy Mexico City</u></p>	a. First Subdivision <p style="text-align: center;"><u>Management Section</u></p>
b. Second Subdivision <p style="text-align: center;"><u>General Services Section</u></p>	c. Third Subdivision <p style="text-align: center;"><u>Property & Supply Section</u></p>

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.

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.

13. Basic Function Of Position
The Chauffeur/Warehouseman incumbent assists in the receipt, inspection, inventory, storage, disbursement, reclamation and sale of non-expendable property. The position performs the duties of delivery/pick up of furniture and appliances, and movements between offices and residences. Participates in special events, 4th of July, property sales, inventories and visits. Driving duties are also required.

14. Major Duties and Responsibilities 100 % of Time

Assist in the receipt, inspection, inventory, storage, disbursement, reclamation and sale of non-expendable property. On a daily basis, drives one of four vehicles assigned to the warehouse and maintains the vehicle in good operating condition. Position also is responsible for the coordination of work orders with the warehouse office and team members. As directed and/or required, will double check that inventory information is entered onto the work order and that signed receipt is obtained when property is delivered. Acts as a team leader on a rotating basis. Is responsible for the loading and unloading of deliveries in a safe manner. The incumbent must be able to assemble furniture and equipment at destinations. Must be able to make decisions with minimum supervision.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:
Local Secondary School education required.
- b. Prior Work Experience:
Three (3) years of driving experience, warehousing and inventory of property and supplies is required.
- c. Post Entry Training:
On the job training. Guidance from supervisor.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Spanish level IV, English level II.
- e. Job Knowledge's:
Knowledge of warehousing, inventory procedures and nomenclature of various types of furniture, equipment, appliances and supplies.
- f. Skills, and Abilities:
Able to use small hand tools, ability to assemble furniture. Valid driver license appropriate to size of vehicle being operated.
Ability to operate a forklift.

16. POSITION ELEMENTS:

- a. Supervision Received:
Day to day supervision received by warehouse supervisor.
- b. Supervision Exercised:
May act as team leader on a rotating basis.
- c. Available Guidelines:
Guidance from the supervisor and applicable Department regulations. Technical manuals of the appliances and furniture.
- d. Exercise of Judgment:
Responsible for noting inventory numbers on work orders, assuring that no items enter or leave the warehouse without being recorded. Lifts and carries items in a safe manner. Handles furniture in such a way as to prevent injury to himself, others or the property.
- e. Authority to Make Commitments:
None.
- f. Nature, Level and Purpose of Contacts:
Contact with various levels of the Embassy. During VIP visits will have contact with individuals from official party.
- g. Time Expected to Reach Full Performance Level:
Six (6) months.