



**Supply Items Delivery / Pick-Up**

65%

The incumbent is responsible for loading, unloading, and moving non-expendable items such as furniture, appliances, and equipment from delivery trucks to appropriate warehouse locations with assistance of three warehousemen. Opens packing boxes or storage crates and breaks down pallet loads. Moves supplies to proper storage areas, using fork lift trucks, hand trucks, and other materials handling equipment, and executes delivery of items to homes and offices for loan or for permanent relocation. Fulfills work order requests to move furniture and furnishings within residences and on the Embassy compound. Works with Storekeeper to ensure that all regulations are complied with and that all appropriate safety precautions are taken. Responsible for delegating tasks within team to ensure timely fulfillment of work orders. Serves as primary point of contact for pick-up and delivery clients, primarily United States Government direct hire Eligible Family Members and Embassy staff.

**Site management:**

15%

Ensures that warehouse shelves are neat and orderly so that inventories can be scanned more easily in hard to reach warehouse spaces. Provides better access for Inventory Clerk to non-expendable assets in the Warehouse to be scanned during the Annual Inventory. Assists property team in checking storage areas to ensure that items of supply are properly stored in the correct locations, and that no safety or fire hazards exist. Assists with special projects, such as sales of replacement and excess property, maintenance of inventory records of warehouse stock. Provides support for 4th of July preparation and furniture arrangement for special events. Keeps storage areas clean. Assists on annual inventory.

**Safety Management:**

10%

Promotes safe working practices in the warehouse, including the use of a forklift and forklift basket. Promotes safe practices in delivery/pick-ups including, but not limited to safe driving, proper lifting and carrying techniques, and making effective and realistic decisions as to feasibility of tasks based upon safety concerns.

**Additional Responsibilities and Back-up Duties**

10%

Serves as receiving officer in absence of Receiving Clerk. Backs up Storekeeper during absences.

\*\*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.

15. Qualifications Required For Effective Performancea. Education:

Completion of high school is required.

b. Prior Work Experience:

Minimum two years of warehouse, supply management, or professional shipping/moving experience are required.

c. Post Entry Training:

Incumbent will receive training in receiving, property management, and ICASS service standards, as well as customer service, and minimal Non-Expendable Property Application (NEPA) training. Smith System Safe Driving Training will be provided.

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

Level III (Good working knowledge) Speaking/Reading/Writing in English, Romanian, and Russian is required.

e. Job Knowledge:

Must be able to learn locations of various types of supply and property items and learn to recognize items by sight and from oral descriptions. Must be able to learn Department of State supply procedures and instructions. Must have knowledge of safe working practices in a warehouse.

f. Skills and Abilities:

Must have local type "B" driver's license. Must be able to perform moderately heavy work and make heavy lifts at times. Must be able to learn to operate a forklift truck.

16. Position Elementsa. Supervision Received:

Supervised by Storekeeper.

b. Supervision Exercised:

Provides daily guidance and instructions to three warehousemen.

c. Available Guidelines:

Department of State Foreign Affairs Manual (6 FAM 200), Foreign Affairs Handbook, U.S. Embassy internal policies and procedures, Post Furniture and Appliance Pool Policy, supervisor's oral instructions. .

d. Exercise of Judgment:

Makes operational supervisory decisions for warehouse team particularly during pick-up/delivery activities and day to day warehouse operations.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contact with all Embassy Employees and Eligible Family Members while performing official duties, as well as contact with outside delivery agents for warehouse deliveries.

g. Time Expected to Reach Full Performance Level:

Three months.