INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
PANAMA	State	A52233

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ **Yes A52234, A52244** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) Update Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Warehouseman-805	FSN-2; FP-CC	TV	01/12/12
b. Other				
c. Proposed by Initiating Office GSO	WAREHOUSEMAN-805	FSN-2		

6. POST TITLE POSITION (if different from official title) Warehouse Mover	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION Management Section	a. First Subdivision General Services Office
b. Second Subdivision Property Unit	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee / Date(mm-dd-yy)	**10. This is a complete and accurate description of the duties and responsibilities of this position.** Typed Name and Signature of Local Supervisor / Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor / Date(mm-dd-yy)	**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.** Typed Name and Signature of Human Resources Officer / Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment as well as any other duties as assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES **75 % OF TIME**

1) Responsible for loading/unloading and moving supplies, office and residential furniture, appliances, equipment and personal property as well as its correct, orderly storage in the warehouse. Assembles, disassembles and repairs furniture. Cleans items for delivery.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
Completion of 6th grade of primary school is required.

b. Prior Work Experience:
One year experience as mover or working in a warehouse is required.

c. Post Entry Training:
None. During probationary period, incumbent must receive on-the-job training to learn to operate forklift, use of hand trucks, safe lifting techniques, basic computer training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level I (Rudimentary Knowledge) Speaking/Reading/Writing English is required. Level II (Limited Knowledge) Speaking/Reading/Writing Spanish is required.

e. Job Knowledge:
Basic knowledge of warehousing principles as well as proper handling of warehouse supplies and equipment, furniture and furnishings is required. Basic knowledge of safe lifting principles is required. Basic knowledge on how to unhook computers is required.

f. Skills, and Abilities:
Must possess a valid Panamanian driver's license (Type D). Must be capable to do moderate to heavy physical work. Must have the ability to lift heavy objects. Must be a good team player.

16. POSITION ELEMENTS

a. Supervision Received:
Direct supervision by Warehouse Supervisor; daily work guidance from Warehouse Mover/Driver; indirect supervision from Assistant and Supervisor GSO.

b. Supervision Exercised:
None

c. Available Guidelines:
As instructed by supervisory chain of command

d. Exercise of Judgment:
Limited. In utilizing space and organizing warehouse; how to handle fragile boxes or heavy safes; when to advise supervisors of conditions of furniture, furnishings, equipment and appliances

e. Authority to Make Commitments:
None

f. Nature, Level, and Purpose of Contacts:
Extremely limited

g. Time Expected to Reach Full Performance Level: One year.

14. Major Duties and Responsibilities, cont.

20%

2) Other duties as assigned, such as drives warehouse forklift; keeps warehouse clean and orderly; assists with inventories; assists with warehouse auctions; completes paperwork (DS-584) when requested; assists in airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODELs, etc.

3) Back-up driver for furniture vans and trucks. 5%