

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> A52232
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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 A52221, A52243, A52242     No

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces  
     Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) Reflect current supervisors

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Warehouseman(Driver) FSN - 1305	FSN-4; FP-AA	GS	06/20/06
b. Other				
c. Proposed by Initiating Office GSO	Mover(Driver) FSN - 1015	FSN-4		

<b>6. POST TITLE POSITION (if different from official title)</b> Mover(Driver)	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Management Section
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b. Second Subdivision General Services Office	c. Third Subdivision Property Unit
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>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>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>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.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**  
 Performs duties associated with the movements of USG Property in the warehouse, offices, residences, airport, and retail outlets. These duties may include but are not limited to handling, loading, unloading, setting-up and dismantling of office and residential furniture, furnishings, appliances, and equipment. Incumbent is responsible for the safeguard and control of properties during movements to and from the Embassy Warehouse, secure pouch deliveries, and Direct Hire residential transfers of personal property. Generates DS-584 (Nonexpendable Property Transaction) to record issue, turn in, loan, and transfers of USG Property. Leads teams of one to five movers when performing duties outside the Warehouse. Drives or operates all warehouse vehicles and material handling equipment (cargo vans, 10-ton cargo trucks, electric and gas powered forklifts, freight elevator, pallet jacks, furniture carts and dollies). (continue on blank sheet)

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: High School Diploma is required.
- b. Prior Work Experience: One year experience working in a warehouse or inventory control is required. One year experience driving trucks 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, and 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 II (Limited knowledge) Speaking/Reading/Writing English is required. Level III (Good Working 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 operate and unhook computers is required. Must possess basic knowledge of MS applications.
- f. Skills, and Abilities: Must possess a Commercial Driver License (Type F). 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 Supervisory GSO.
- b. Supervision Exercised: Provides guidance, instruction, and indirect supervision for one to five movers when assigned duties outside the warehouse.
- c. Available Guidelines: 14 FAM, 14 FAH, Post Policies, ICASS Standards, and as instructed by supervisory chain of command.
- d. Exercise of Judgment: Limited. Proper utilization of space when loading vehicles and organizing warehouse; handling of fragile items to movement of heavy items including safes; when to advise supervisor of conditions related to furniture, furnishings, equipment and appliances regarding repairs, refinishing, professional cleaning, and reupholstering.
- e. Authority to Make Commitments: None
- f. Nature, Level, and Purpose of Contacts:  
Contact is mainly with direct hire personnel, family members, and hired staff of those individuals in order to coordinate office and residential property movements. Required to contact Building Administrators to make arrangements and payments for elevator fees. Works with office employees and residential occupants to resolve discrepancies associated with NEPA bar coded assets or locate missing items. Coordinates with local vendors to pick up assets from retail outlets or to drop off and pick up vehicles at repair facilities.
- g. Time Expected to Reach Full Performance Level: One year.

**13. Basic Function of Position (continuation)**

**% of time**

Provides backup driving and assistance for five other positions assigned to the Warehouse. Performs other duties as assigned.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**60%**

- 1) Performs duties associated with the movements of USG Property in the warehouse, offices, residences, airport, and retail outlets. These duties may include but are not limited to handling, loading, unloading, setting-up, assembly, dismantling, and minor repairs of office and residential furniture, furnishings, appliances, equipment and its correct and orderly storage in the warehouse. Responsible for the selection, inspection, cleaning, and preparation of assets to make up complete residential furnishing setups to support the number of individuals assigned to specified housing units. Incumbent is responsible for the safeguard and control of all properties during movements to and from the Embassy Warehouse, secure pouch deliveries, and Direct Hire residential transfers of personal property. Provides work guidance, instruction, indirect supervision, and leads teams of one to five movers when assigned duties outside the Embassy Warehouse.

**25%**

- 2) Drives or operates all warehouse vehicles and material handling equipment (cargo vans, 10-ton cargo trucks, electric and gas powered forklifts, freight elevator, pallet jacks, furniture carts, and dollies). Fills out trip tickets to accurately record mileage and authorized usage of vehicles. Ensures vehicles are maintained in a good working condition by performing daily vehicle inspections of all safety devices, fluid levels, tire inflation, and conducting minor maintenance or reporting vehicle discrepancies to Transportation for repairs.

**15%**

- 3) Other duties as assigned, such as keeping the warehouse clean and orderly; assisting with inventories; assisting with warehouse auctions; and completing paperwork (DS-584) to record issue, turn in, loan, and transfers of USG Property movements. Assists with airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODEL's. Handles minimal amounts of petty cash (max. \$250 at a time) with prior approval of supervisor and contracting officer to pay for elevator fees, replenishment of credit card toll passes, or paying for repairs and refinishing materials. Provides back up driving and assistance for two Truck Drivers, one Inventory Clerk, one Expendable Supplies Clerk, and one Receiving Clerk assigned to the Warehouse.