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	2. Agency	3a. Position Number
Mexico City	DoS	312801 A52-225

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No 312801 A52217 (base classification 312801 A52225)

4. Reason For Submission

X a. Redescription of duties: This position replaces

A52-225_____ (Position Number) Chauffer/Warehouseman (Title) 805 (Series) 3 (Grade)

☐ b. New Position

☐ c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority WHA/EX/FRC	Supply Assistant, 805	FSN-6		06/02/2016
b. Other				
c. Proposed by Initiating Office	Senior Warehouseman			

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

Team leader for five-ten warehousemen responsible for all movements of Mexico City USG property worth over 20 million dollars. Manages delivery and collection of furniture, furnishings, appliances and office equipment among the warehouse, over 400 USG leased and owned residences, and several office locations throughout the city. Ensures proper maintenance of USG property during moves and storage, manages repair process. Coordinates information on quality, excess and shortage of stock and ensure that proper items are stocked. Responsible for Leads preparation, set up, and disassembly of furniture and equipment for special events - VIP visits, Embassy representational events, auctions, and inventories.

14. Major Duties and Responsibilities

1. Serves as the team lead for a team of five-ten warehousemen. **Plans and directs the daily activities** of the team and assigns daily responsibilities to each warehouseman. Leads the team on-site in the warehouse, in over 400 USG residences/properties, and other locations as required. Performs the same duties as the team and directs their work, is responsible for ensuring the team follows proper safety regulations/guidelines, proper procedures, and ensures accountability of USG property worth over 20 million dollars. (30%)

2. Attends weekly make-ready meetings and other meetings with GSO housing, GSO property, GSO Customs & Shipping, VIP countdown meetings and other relevant offices **to coordinate warehouse assignments** for his team. Plans all USG housing furnishings (more than 400 residences), coordinating with GSO housing, GSO customs & shipping, Facilities, and RSO as needed. Ensures that all furniture and appliances are delivered to USG housing units and other required locations in a timely and efficient manner, that all items are in good working condition, and that all items are installed in the proper place and appliances are hooked up and ready to be used by the residents upon resident arrival. Arranges pick up of unneeded furniture and broken appliances in accordance with work order requests. Delivers and picks-up hospitality kits, conducting thorough inventories and ensuring residents sign for items received. Plans and directs team's daily activities to achieve these goals on a daily basis. **Sets up furniture and equipment for events** at the Chancery, CMR, DCR and other locations as needed. Ensures all items needed from the warehouse are transported to the required location and sets up the locations as needed. Supports visits as part of the baggage team, liaises with Baggage Officers on logistics, requirements, overtime estimates and actuals submissions to FMC. (25%)

3. **Coordinates information on quality, excess and shortage of stock** and coordinates with the Property Deputy Supervisor on procurement requests and with A/GSO on ensuring that proper items are stocked. Advises on items to be transferred to other posts/auctioned off. Alerts supervisors on defects in items received or incompatible specifications. Shares customer feedback received during residences' visits. Coordinates with the warehouse Appliance Technician to assess the damage and repair broken appliances and coordinates with supervisors to repair broken furniture. (10%)

4. **Assists Property Assistant in ensuring that all transfer reports are done daily and conducting arrival/departure inspections of residential properties** when USG employees are arriving to or preparing to depart post. Uses ILMS scanners to property inventory every piece of USG accountable property. Ensures ILMS records are updated with correct conditions codes and locations for all USG property. Ensures correct documentation is left for the resident and that the resident signs for property received when required. For departing employees, assists the Property Assistant to conduct furniture condition inspection. Verifies that all furniture/USG property receipted to a resident is present in the residence and helps judge "normal wear and tear" of furniture/appliances and condition of the residence. Alerts supervisors of missing property or property not properly maintained as observed during visits to the residences. (15%)

5. **Responsible for the safety of the team** on a daily basis. Ensures that safety and security is observed and complied with on a daily basis, to include (but not limited to) when in the warehouse, when transporting furniture and furnishings and people in USG vehicles, and when in USG owned or leased property. Responsible for the safety and security of USG property and team personnel when under his/her direction. Completes daily record keeping for vehicles used by the team and of USG furniture (inventory). Reports any mishaps immediately to the Property Supervisor. Completes ILMS transfer reports for all USG accountable property that the warehouse team moves/delivers each day as well as other ILMS transfer reports as needed. (10%)

6. **Responsible for the organization of the warehouse**. Performs stacking, storing, and palletizing of furniture/furnishings/appliances in the warehouse. Ensures proper safety measures are taken and adhered to when securing and moving items in the warehouse and other locations. Responsible for ensuring that warehouse is well organized before and after daily activities of the team each day and that operations are performed in the most efficient way and that items are located in proper places at the end of each day. Reorganizes warehouse as needed, leads semi-annual warehouse clean-ups for the assigned areas. Participates in and assists with USG special events such as auctions, sales, visits, and official functions as needed. (10%

15. Qualifications Required For Effective Performance

a. Education:

High school diploma.

b. Prior Work Experience: At least 2 years of experience in warehousing, inventory of property and/or supplies is required plus one year of professional driving that includes a minimum of 6 months experience operating a forklift.

c. Post Entry Training:
Must have warehouse safety and first aid training. Smith Safe Driver training, forklift training.

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

e. Job Knowledge:
General of knowledge of State Department operations in Mexico. Familiar with FAM and FAH regulations dealing with inventory and property operations (14 FAM). Must have safety and first aid training.

f. Skills and Abilities:
Able to use small hand tools, ability to assemble large pieces of furniture. Valid driver license for operating large trucks (Type B). Able to operate a forklift. Must be able to move large furniture, furnishings, and appliances. Familiarity with MS Word and Excel. Must have knowledge of stacking, palletizing, loading and unloading heavy weights, ability to drive box trucks, pick-up trucks, and forklift. Must have excellent organizational and leadership skills and good service skills. Must be able to lead or direct other team members

16. Position Elements

a. Supervision Received: From the Deputy Property Supervisor

b. Supervision Exercised: Acting as Deputy Property Supervisor in his/her absence.

c. Available Guidelines:
14 FAM, ILMS, supervisors.

d. Exercise of Judgment: Serves as the GSO Property representative when leading the team at residential and office locations. Makes necessary decisions required by the circumstances, guiding 5-10 USG employees. Makes determination on the needs of the warehouse. Uses his judgement observing furniture in use in hundreds of residences to determine when damage to residential furniture exceeds "normal wear and tear"

e. Authority to Make Commitments: Petty cash, schedules for residence entry for American officers, securing their residence and belongings.

f. Nature, Level and Purpose of Contacts: Contractors, shippers, vendors

g. Time Expected to Reach Full Performance Level: 1 year