



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. Post</b> Belmopan, Belize	<b>2. Agency</b> Department of State	<b>3a. Position Number</b>
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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) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position

c. Other (explain) New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Warehouseman FSN-805-02	02		
b. Other				
c. Proposed by Initiating Office				

<b>6. Post Title Position (if different from official title)</b> N/A	<b>7. Name of Employee</b> Vacant
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<b>8. Office/Section</b> General Services Office	<b>a. First Subdivision</b> Management Section
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<b>b. Second Subdivision</b>	<b>c. Third Subdivision</b>
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<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p>_____</p> <p style="text-align:center">Typed Name and Signature of Employee      Date(mm-dd-yy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p> <p>_____</p> <p style="text-align:center">Typed Name and Signature of Supervisor      Date(mm-dd-yy)</p>
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<p><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></p> <p>_____</p> <p style="text-align:center">Typed Name and Signature of Section Chief or Agency Head      Date(mm-dd-yy)</p>	<p><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></p> <p>_____</p> <p style="text-align:center">Typed Name and Signature of Admin or Human Resources Officer      Date(mm-dd-yy)</p>
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**13. Basic Function Of Position**  
 The incumbent performs a wide variety of manual and clerical tasks for the warehouse, including, but not limited to: unloading incoming supplies, office and household furniture and equipment; moving supplies to proper storage areas, using forklift trucks, hand trucks, and other materiel handling equipment; filling requisitions in accordance with instructions, picking items from storage areas, segregating and assembling them and moving them to the warehouse checkout point; assisting 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; and assisting in conducting inventories.

**14. Major Duties And Responsibilities** \_\_\_\_\_ % OF TIME

(Continued on attached sheet)

## 15. Qualifications Required For Effective Performance

### a. Education

Completion of primary school is required.

### b. Prior Work Experience

Three months of warehouse/stockroom/moving or other relevant experience are required.

### c. Post Entry Training

On-the-job training in U.S. Government handling procedures such as Maintenance and Warehouse Safety, General Safety, Forklift Operator Certification, and Ladder Safety.

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

Level II (Limited Working Knowledge) Speaking/Reading/Writing English is required.

### e. Job Knowledge

Ability to learn locations of various types of supply items and property items and the methods used to withdraw supplies from stock for issuance. Incumbent must have knowledge of the various methods that can be utilized to ensure proper protection of U.S. Government owned property during transport from one location to another. Knowledge of the various techniques that can be employed to avoid improper lifting is required. Knowledge of safety procedures in operating warehouse vehicles and materiel handling equipment is required.

### f. Skills and Abilities

Incumbent must be able to perform moderately heavy work and lift up to 70 pounds. Lifting ability will be tested. Incumbent must be able to operate warehouse equipment such as hand truck, dolly, platform truck and fork lift. A valid driver's license is required. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for continued employment.

## 16. Position Element

### a. Supervision Received

Incumbent is directly supervised by the Property/Warehouse Manager. Incumbent may also receive instructions/work guidance from the GSO Assistant, the American GSO or the Management Officer.

### b. Supervision Exercised

None.

### c. Available Guidelines

6 FAM 200 and other in-house Stock Control and Supply Record Keeping procedures.

### d. Exercise of Judgment

Incumbent must exercise good judgment when handling bulky equipment in order to avoid injury and to protect U.S. Government property from inclement weather conditions. Incumbent must exercise excellent judgment when transporting U.S. Government goods.

### e. Authority To Make Commitments

None.

### f. Nature, Level, and Purpose of Contacts

Incumbent interacts with temporary laborers, housekeepers at residences, resident U.S. Government employees, and Management Staff of the Mission to whom deliveries are being made.

### g. Time Expected to Reach Full Performance Level

Six months.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

### **Manual and Clerical Tasks**

**85% OF THE TIME**

The incumbent performs a wide variety of manual and clerical tasks within and outside of the embassy's warehouse, including, but not limited to: loading and unloading a wide assortment of incoming/outgoing office supplies, equipment, residential and office furniture and spare parts required to carry out in-house repairs and/or maintenance activities.

Incumbent assists with checking storage areas to ensure that items of supply are properly stored in the correct locations and that no safety or fire hazards exist.

Incumbent also performs moderately heavy moving, carrying, lifting, loading and unloading of equipment such as refrigerators, washers, dryers, and furniture and assembles and dismantles same. As such, incumbent must be able to apply proper lifting techniques to avoid injury.

Incumbent collects and delivers furniture/furnishings to/from residences to embassy compound and delivers supplies to various offices.

Incumbent moves supplies to proper storage areas, using hand truck, dolly, platform truck and fork lift and other materiel handling equipment.

In the absence of the Receiving Clerk, the incumbent assists with the inspection and preparation of receiving and issuance reports for U.S. Government offices and residential equipment, supplies, furnishings, appliances and spare parts.

Following the procedures instituted by USG regulations, the incumbent assists with conducting inventories of U.S. Government owned property.

Incumbent fills requisitions in accordance with instructions, picking items from storage areas, segregating and assembling them and moving them to the warehouse checkout point.

Incumbent assists with delivery and set-up of lots for public auction sales and collects, delivers and returns Welcome Kits to/from residences upon the arrival or departure of Officers. Incumbent is also responsible for keeping the linens and other items in the Welcome Kit clean and presentable at all times.

The incumbent is required to keep the two (2) vehicles assigned to the warehouse in a clean and serviceable condition.

### **Other Duties TIME**

**15% OF THE**

Incumbent is required to perform casual labor or other administrative duties as may be required by the GSO or Facility Maintenance sections, such as occasional/incidental driving, trash collection, general cleaning and set-up for various embassy events.