U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions	given in Foreign Service National	Handbook, Chapter 4 (3FAH-	-2)	estati tam	
1. Post 2. Agency Mexico City ODS		3a. Position Number			
Mexico City ODS 312801 A52232 3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.					
Yes X No 4. Reason For Submission					
x a. Re-description of duties: This position replaces					
(Position Number)A52-232(Title)Chauffeur/Warehouseman(Series)_805(Grade)3					
□ b. New Position □ c. Other (explain)					
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/Mexico City	Warehouse worker, 805		FSN-5		04/07/2016
b. Other	The state of the s		The said	1111111111111	
c. Proposed by Initiating Office					
Post Title of Position (if different from official title) Property Appliance Technician/Warehouseman		7. Name of Employee			
8. Office/Section Management Section		a. First Subdivision General Services Office			
b. Second Subdivision GSO Property		c. Third Subdivision			
 9. This is a complete and accurate description of the duties and responsibilities of my position. 10. This is a complete and accurate description of the duties and responsibilities of this position. 					
 This is a complete and accura responsibilities of this position need for this position. 	12. I have satisfied myself this position, and I certinaccordance with approx	fy that it has	been classi	ified in	
13. Basic Function of Position				-	
The incumbent is responsible for maintenance, repair, and installation of U.S. Government supplied residential appliances. Assists in the receipt, inspection, inventory, storage, disbursement, reclamation and sale of non-expendable property. Performs the duties of delivery/pick up of furniture and appliances, and movements between offices and residences. Participates in special events, 4th of July, property sales, inventories and visits. Driving duties are required.					
14. Major Duties and Responsibilities					
		51			

1. The incumbent performs routine maintenance and repair to residential washers, dryers, dishwashers, refrigerators, freezers, heaters and other appliances as needed. Repairs are performed at the warehouse and at residences. The incumbent maintains all records of repair and maintenance of appliances and provides weekly appliances inventory to the Property Operations Supervisor. Makes decisions on the procurement of repair parts and tools and coordinates with GSO procurement to purchase tools and repair items and to schedule warranty repairs by appliances vendors. Works with GSO petty cash holder for cash purchases of repair items and ensure that payment vouchers are done correctly and submitted on time to Embassy Cashier. Maintains tools and repair parts in the designated room in the warehouse and ensures appropriate stock levels and security of these items. (50%) 2. Assists in the receipt, inspection, inventory, delivery, pick-up, storage, disbursement, reclamation and sale of nonexpendable property. Performs the duties of delivery/pick up/moving of furniture and appliances, and movements between offices and residences. Participates in special events, 4th of July, property sales, annual inventory and visits. (30%) 3. Installs all residential appliances in newly furnished residences and provides departure inspection for all appliances. Makes judgments on broken appliances and notifies supervisors when damage appears to be beyond "normal wear and tear" as these cases should be referred to the Property Survey Board for damage reimbursement by the resident. (10%) 4. Drives USG vehicles - sedans, light and large trucks - to perform above duties. (10%)

15. Qualifications Required For Effective Performance

a. Education:

High school diploma.

b. Prior Work Experience:

Two year's of experience repairing appliances, working with inventory, property and/or supplies to include one year of professional driving is required.

c. Post Entry Training:

Relevant appliance repair course. On the job training. Guidance from supervisor. Smith training system.

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

English – level II; Spanish – level III

e. Job Knowledge:

Warehouse operations safety course/knowledge is required. Safe driver training and forklift training are required. General of knowledge of State Department operations in Mexico. Familiar with FAM and FAH regulations dealing with inventory and property operations (14 FAM).

f. Skills and Abilities:

Able to use small hand tools, ability to assemble appliances. Valid driver license appropriate to size of vehicle being operated. Ability to operate a forklift. Must be able to move large furniture, furnishings, and appliances. Has a good understanding of electricity, gas, appliance installation, and plumbing. Technical school certification for appliances repair (any length of course). Familiarity with MS Word and Excel. Must be able to lift 50 lbs.

16. Position Elements

Supervision Received:

Day to day supervision received from the warehouse supervisor.

b. Supervision Exercised:

Acts as team leader on the two team appliance technician team

c. Available Guidelines:

FAM and FAH regulations dealing with inventory and property operations (14 FAM). Guidance from the supervisor and applicable Department regulations. Technical manuals of the appliances and furniture.

d. Exercise of Judgment:

Serves as residential appliances expert; Makes determination whether an appliance needs to be repaired under a warranty, by a hired technician, disposed, or replaced; Determines when damage exceeds "normal wear and tear."

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contact with various levels of the Embassy. During VIP visits will have contact with individuals from official party.

g. Time Expected to Reach Full Performance Level:

One year

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