Warehouseman

No. 17-39 Position Vacancy

12/21/2017

Date:

OPEN TO: All Interested Candidates/All Sources

POSITION: Warehouseman, FSN-2, FP-CC

OPENING DATE: December 21, 2017

CLOSING DATE: January 4, 2018

WORK HOURS: Full time; 44 hours/week

SALARY: Locally Employed Staff: \$7,893 (Starting salary: BR + Allowances)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in San Salvador is seeking eligible and qualified applicants for the position of Warehouseman in the General Services Office (GSO).

COMPLETE DESCRIPTION OF THE POSITION

Incumbent makes residential and office moves. Assists the Warehouse Foreman in identifying and placing/withdrawing furniture within the warehouse.

Loads and unloads outgoing and incoming shipments of office and household furniture and equipment, as well as moving furniture to and from storage areas using load-handling equipment such as lift trucks and pallet jacks. Incumbent sources items from storage areas and prepares them for loading into trucks for deliveries according to instructions provided by the Warehouse Foreman, and other supervisory personnel. Additionally, he/she will be required to open and unpack boxes, storage crates, and/or break down pallet loads, and works with property accounting personnel to place identification/inventory stickers on household and other items as required. Applies protective wrapping to items to be stored within the warehouse, and assists in allocating storage areas to properly store and protect U.S. Government property. Also assists in conducting household, office and supplies inventories. Will occasionally drive a USG vehicle. Will submit forms through the computer in MyServices and MyData.

<u>Note:</u> This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her agency.

QUALIFICATIONS REQUIRED

<u>IMPORTANT:</u> Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. EDUCATION:** Completion of sixth grade school is required.
- 2. **EXPERIENCE:** Minimum of two years of experience dealing with furniture moves is required.

3. LANGUAGE:

English: Level I (Rudimentary knowledge) Speaking/Reading/Writing is required.

Spanish: Level IV (Fluent knowledge) Speaking/Reading/Writing is required.

(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.

- **4. KNOWLEDGE:** Must be familiar with furniture and equipment moves in either residences or offices, and must be used to heavy physical work. Must have knowledge of safety measures required for lifting heavy objects.
- 5. SKILLS AND ABILITIES: Must know how to take proper care of furniture and equipment while moving this type of items. Ability to operate manual or electrical forklifts is required. Must be able to use basic computer programs such as Microsoft Office and Internet.
- **6. OTHER:** Must possess a valid driver's license, pass required medical clearances and meet all regulations as an incidental driver of U.S. Government vehicles. **(Must attach a copy of driver's license.)**

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. Candidates who are EFMs, USEFMS, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty from this announcement's closing date to be considered eligible to apply for this position.

5. Must be able to obtain and hold a non-sensitive security certification.

TO APPLY

Applicants must submit the following documents to be considered:

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website https://sv.usembassy.gov/embassy/jobs in the "Additional Resources" box;
- 2. Any additional documentation (e.g. transcripts, degrees, essays, certificates, awards, etc.) that supports or addresses the qualification requirements of the positions as listed above.

<u>IMPORTANT:</u> U.S. EFMS applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final. U.S. Veteran preference may be invoked only <u>once</u> with the same agency at the same post.

SUBMIT APPLICATION TO

Human Resources Office American Embassy San Salvador SanSalvadorHR@state.gov Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION: January 4, 2018

Cleared: FMO; GSO
Approved: HRO: CFRANTA

