

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY Department of State	3a. POSITION NO.
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Revised PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Truck Driver/Warehouseman, FSN-1015	3		10/27/2009
b. Other				
c. Proposed by Initiating Office	Truck Driver/Warehouseman, FSN-1015	3		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION U.S. Embassy Hanoi	b. Second Subdivision General Services Section
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a. First Subdivision Management Section	c. Third Subdivision
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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.
<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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 the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<p><u>James Fairman</u> <u>10/27/2009</u></p> <p style="text-align: center; font-size: small;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p><u>Williette D. Gooding</u> <u>10/27/2009</u></p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

Incumbent of this position will drive support vehicles for Property and Supply to transfer warehouse staff and supplies, including motorcycle, car, small truck, large truck and forklift. Typical duties include driving all vehicles to transport Embassy goods, unloading, storing, removing, and delivering official USG property, supplies and equipment.

14. MAJOR DUTIES AND RESPONSIBILITIES 100 % OF TIME

- Drives warehouse support vehicles, including motorcycle, car light truck, heavy truck and forklift, to transport supplies and goods among residences, offices, and warehouse. Drives warehouse and maintenance support staff to work sites. Picks up and delivers baggage, mail and other shipments from and to the airport.
- Upload incoming supplies, tools, parts, furnishings, appliances and other equipment from containers, pallets or similar shipping conveyances.
- Open boxes and crates, and sorts contents. Breaks down, stacks and bands packing material for disposal or reuse.
- Using a handcart or forklift, moves stock to and from permanent storage areas.
- When instructed removes items from designated storage bin or bay and transports as directed

- Performs other related duties as directed, in support of the overall Mission such as assembling or disassembling basic furniture and equipment; Periodically checks storage bins for mixed stock or incorrect locations or for potential safety of fire hazards and notifying supervisor accordingly; assisting in conducting periodic inventories; performing baggage pick-up and delivery for visits of individuals and delegations.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school is required.
- b. Prior Work Experience
At least two years of experience in driving and warehousing work is required.
- c. Post Entry Training
Familiarization tours of warehouse and some on-the-job training on Embassy vehicles such as forklift will be provided.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
 - Level 2 English ability (Basic).
 - Level 4 Vietnamese ability (fluent).
- e. Knowledge
Must be able to operate Embassy vehicles, including motorcycle, car, light truck, heavy truck and forklift.
Must be able to communicate effectively with Embassy customers when making deliveries of goods and merchandise, making deliveries and pickups at various Embassy offices and residents.
- f. Skills and Abilities
Must have a valid driver license; ability to drive post's vehicles in a proper and safe manner; ability to recall the storage location of a wide variety of expendable and non-expendable USG property; and ability to match stock identification data against receiving reports and issuance forms.

16. POSITION ELEMENTS

- a. Supervision Received
Direct supervised by the Warehouse Supervisor; under the indirect supervision General Services Officer responsible for Property and Supply.
- b. Available Guidelines
N/A
- c. Exercise of Judgment
Safe driving required. Selection of routes of vehicles for fastest and safest transport.
- d. Authority to Make Commitments
None.
- e. Nature, Level and Purpose of Contacts
None
- f. Supervision Exercised
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position:

None.