



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. Post</b> Lagos	<b>2. Agency</b> State	<b>3a. Position Number</b> A52768		
<b>3b. Subject to Identical Positions?</b> Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide position number: A52767, A52769 and A52919				
<b>4. Reason For Submission</b> <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <u>Update of Duties and Responsibilities</u>				
<b>5. Classification Action</b>	<b>Position Title and Series Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date (mm-dd-yyyy)</b>
a. Post Classification Authority	Truck Driver/Warehouseman	FSN-04		03-21-2019
b. Other				
c. Proposed by Initiating Office				
<b>6. Post Title Position (If different from official title)</b>		<b>7. Name of Employee</b>		
8. Office/Section U.S. Consulate Lagos		a. First Subdivision GSO		
b. Second Subdivision LLC		c. Third Subdivision Motorpool		
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>		<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>		
Printed Name of Employee _____ Date (mm-dd-yyyy) _____		Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____		
Employee Signature <u>(User Name)</u>		Supervisor Signature <u>(User Name)</u>		
<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>		<b>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.</b>		
Printed Name of Chief or Agency Head _____ Date <u>12/27/2019</u>		Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
Chief or Agency Head Signature <u>(User Name)</u>		Admin _____		
<b>13. Basic Function Of Position</b> The incumbent operates medium or large truck. When not operating truck or vehicle, serves as warehouseman. Incumbent works a 48-hour work schedule.				
<b>14. Major Duties and Responsibilities</b> <u>75</u> % of Time Operates a medium or large truck (semi-tractor with trailer - 18 wheels). Responsible for proper daily checks on vehicle for safety and mechanical boundaries. Reports any deficiency to the dispatcher, and does not operate a vehicle that is not in sound conditions. Maintains the trip logs accurately and appropriately following Standard Operating Procedures (SOP). Turns trip logs to the dispatcher on daily basis. Maintains the vehicles in a clean manner - inside and out.  Unloads incoming supplies, office, and household furniture, and equipment. Unpacks boxes or storage crates and breaks down pallet loads. May apply protective coatings to certain supply items. Moves supplies to proper storage areas, using forklift trucks, and other materials handling equipment. Fills requisitions in accordance with instructions, segregates and assembles items, and moves them to <small>(See Attachment 1)</small> (Continue on blank sheet)				

15. Qualifications Required For Effective Performance

- a. Education  
Completion of secondary school is required.
  
- b. Prior Work Experience  
At least two (2) years of driving medium to heavy trucks with a good working knowledge of proper loading techniques knowledge of minor vehicle maintainance as pertains to medium to heavy trucks is required.
  
- c. Post Entry Training  
On-the-job training for warehouse specific duties. Safety, Health, and Environmental Management (SHEM) safety training. Smith Systems driver training certification every two-years. No training for driving skills and/or certifications will be provided other than Smith System training.
  
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level III English ability (good working knowledge) is required.
  
- e. Job Knowledge  
Must be familiar with local traffic laws and area traffic patterns. Must have knowledge of truck maintainance and repair. Good working knowledge of proper loading techniques and safety procedures. Must be able to read and understand documents, write, and communicate clearly on the telephone and via radio.
  
- f. Skills and Abilities  
Must have a local driver's licence appropriate to vehicles operated (at time if interview). Must be able to pass the U.S. Department of Transportation driver physical - every two years. Good interpersonal skills. Ability and skills to drive a variety of vehicles (buses, sedans, pick-ups, and light trucks) using standard or automatic transmissions. Must have the ability to drive on a short and long trips, and work under stress.

16. Position Element

- a. Supervision Received  
Directly from the Warehouse Supervisor, and Dispatcher/supervisory truck driver. On occasional verbal assignements and guidance from the GSO and Motor Pool supervisor as necessary.
  
- b. Supervision Exercised  
None.
  
- c. Available Guidelines  
FAM, FAH, SHEM Guidance, SOP, and local traffic laws.
  
- d. Exercise of Judgment  
Selecting safest and best routes under prevailing circumstances. Loading and unloading the truck in an appropriate and safe manner.
  
- e. Authority to Make Commitments  
None.
  
- f. Nature, Level, and Purpose of Contacts  
American officers, family members, and local staff.
  
- g. Time Expected to Reach Full Performance Level  
Six-months.

**Addendum 1**

the warehouse checkout point. Participates in delivery of items to residence and office spaces to include leading the trucks, carrying items, and unloading the truck.

25%

Assists 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. Ensures proper handling of all storage items. Maintains cleanliness, organization, and safety of the warehouse. Provides housekeeping in the storage areas including sweeping, mopping, organizing, removing waste, and dusting. Assists in conducting inventories. Assists with set up and break down of Mission special events. Familiar with Integrated Logistics Management System asset management for assigned tasks.