

14. Major Duties and Responsibilities

Major Duties and Responsibilities are broken down into segments to equal 100%.

60% Chauffeur duties:

Perform various driving assignments as directed by the Mexico City Foreign Field Office USMS Attaché or his designee. Job holder will independently operate a vehicle applying a high standard of safety driving techniques; this includes both offensive and defensive driving techniques. Ensure Surveillance Detection Routes and alternate routes are pre planned and job holder is abreast of security concerns and potential hazard and danger areas. Conduct evasive maneuvers when required and report to supervisor any and all safety concerns.

Facilitate airport pickups for visitors and transportation during official visits. Brief TDY personnel on local safety and current security concerns. Liaise with airport personnel and airport officials during various assignments. Operate armored vehicles to transport staff to official meetings/functions ensuring drop off and pick up points are secure and conduct liaison with GOM officials at these locations.

40% Fleet Maintenance Management:

Responsible for the maintenance of the agency's vehicle fleet. Determine, schedule and execute the periodic and preventive maintenance for all vehicles. When circumstances dictate, ensures corrective maintenance of mechanical failures are performed in accordance with manufacturer specifications and recommendations. Analyzes vendor capabilities, quotations, and pricing to ensure services are appropriate and pricing is in line with agency's cost estimates. Works in coordination with administrative staff for prices and procurement purchase procedures. Maintains contact with authorized manufacturer maintenance providers to ensure warranty requirements and repairs are properly addressed and serves as the primary point of contact to local vendors providing services to the fleet.

Ensure fleet vehicle mechanical problems are identified, serviced, and prevented through supervising maintenance. Schedule vehicle examination for service and apply vehicle renewal registration. Ensure cleanliness of vehicle, supervising exterior/interior washing, as required. Complete necessary vehicle records and daily/monthly/quarterly usage reports. Pick up and deliver goods, supplies and deliver mail as required. Assist staff in the reproduction and binding of documents, escorting visitors, etc. Ensure all safety and PR equipment is properly secured in vehicles and accounted for. Maintain all vehicle maintenance folders and Fleet credit cards. Ensure administrative staff has all appropriate receipts. Other duties as assigned.

Note: "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 perform other duties as assigned by the USMS."

15. Qualifications Required For Effective Performance

a. Education:

Completion of high school or equivalent.

b. Prior Work Experience:

Minimum three years professional driving experience.

c. Post Entry Training:

Driving credentials minimum 3 years of certified driver/chauffeur

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

English Level 1 Spanish 3

e. Job Knowledge:

Local traffic law and safe driving procedures. Basic auto mechanics to ensure safe operation and maintenance of official vehicles. Knowledge of traffic patterns and location of key sites in Mexico City and of main highways in and out of town.

f. Skills and Abilities:

Superb driving ability. Excellent interpersonal skills including tact and diplomacy when dealing with visitors. Must be able to lift 50lbs and have a valid driver's license.

16. Position Elements

a. Supervision Received:

Supervised by a Senior Inspector (Assistant Country Attaché) assigned to the Embassy. The Senior Inspector will be responsible for rating and reviewing job performance.

b. Supervision Exercised:

None

c. Available Guidelines:

Embassy Vehicle Policy Memorandum, Mission Mexico Travel Policy, local traffic laws

d. Exercise of Judgment:

Incumbent must exercise sound judgment in selecting routes, taking into consideration security concerns. Must use judgment in the maintenance of vehicles also considering security concerns.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contact with USMS staff to coordinate transportation requests and other assigned tasks.

g. Time Expected to Reach Full Performance Level:

This position will require 6 months to reach a full performance level.