

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Mexico City	2. Agency State	3a. Position Number 312801 A52-726		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. Yes <input checked="" type="checkbox"/> No (This will be only for the vacant position)				
4. Reason For Submission x Redescription of duties: This position replaces (Position Number) <u>A52-726</u> (Title) <u>Chauffeur</u> (Series) <u>1015</u> (Grade) <u>3</u> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Chauffeur, 1015	FSN-3		-
b. Other				
c. Proposed by Initiating Office	Motor Pool Chauffeur			
6. Post Title of Position (if different from official title)		7. Name of Employee N/A		
8. Office/Section Management Section		a. First Subdivision GSO		
b. Second Subdivision Motor Pool		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. N/A Printed Name of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor		
Signature of Employee		Signature of Supervisor		Date (mm-dd-yyyy)
Date (mm-dd-yyyy)		Date (mm-dd-yyyy)		
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. Printed Name of Chief or Agency Head		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. Printed Name of Admin or Human Resources Officer		
Signature of Chief or Agency Head		Signature of Admin or Human Resources Officer		
Date (mm-dd-yyyy)		Date (mm-dd-yyyy)		
13. Basic Function of Position Operates a U.S. Government owned vehicle in accordance with Department of State regulations and instructions provided by the Deputy Motor Pool Supervisor and/or Motor Pool Supervisor. Drives personnel for 40+ agencies subscribed to Motor Pool services under ICASS in Mexico City, including senior members of the Mission. Drives within Mexico City and to other states as required. Drives for VIP visitors in motorcades. Supports Mission Mexico during emergency operations.				
14. Major Duties and Responsibilities				

1. **Provide transportation support to Embassy personnel; drive armoured and unarmoured vehicles in and out of town .** Provide driving support to over 40 agencies subscribed to Motor Pool services under ICASS in Mexico City including senior members of the Mission and Marine Service Guard. Support VIP visitors driving in motorcades. (70%)
2. **Follow State Department Motor Vehicle Safety and local traffic law guidelines.** Is up-to-date with Mexico City's traffic regulations and embassy policies regarding operating USG vehicles. (15%)
3. **Maintain trip tickets and vehicle records .** Submit daily Vehicle Use Record (Form OF-108) and fuel tickets. Maintain vehicle clean and in good conditions. Wash their assigned vehicles daily, perform check-up every morning and report and record all maintenance needs. (15%)

****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 agency

15. Qualifications Required For Effective Performancea. Education:

Local Secondary school is required.

b. Prior Work Experience:

At least two years of safe driving experience.

c. Post Entry Training:

Safe driving – Smith Systems training every two years, Mexico City and State Department traffic regulations, basic care and maintenance of vehicles.

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

Spanish – III

English - II

e. Job Knowledge:

Driver is required to know the city thoroughly and completely. Locations of the various Mexican government offices and functions. Needs to know location of closest repair facilities and gas stations. Must know the location of all USG residences.

f. Skills and Abilities:

Basic computer skills to fill out leave slips, forms. To operate USG vehicle, must undergo mandatory Health Unit Medical Clearance at least every 2 years. Must be a holder of a valid Driver's License.

16. Position Elementsa. Supervision Received:

Reports to the Deputy Motor Pool Supervisor.

b. Supervision Exercised:

None

c. Available Guidelines:

State Department and Mexico City traffic regulations, safe driving practices.

d. Exercise of Judgment:

Is in charge of the vehicle when on a trip and is responsible for the safety of his passengers. Takes the safest and most efficient drive route. Makes determination on whether the vehicle is safe to drive and reports any maintenance needs. Responsible for operating the vehicle in a safe manner.

e. Authority to Make Commitments:

Within the monetary advance issued for out of town trips.

f. Nature, Level and Purpose of Contacts:

Chauffeurs interact with all ranks of officers and local staff at the Embassy, including Minister Counsellors, as they drive them to and from their destinations.

g. Time Expected to Reach Full Performance Level:

1 year