

Transportation support for all official appointments of the Regional IPR Attaché and trade specialists/assistants (average of five a day) in Mexico City and surrounding area including Toluca, Cuernavaca, Veracruz, Queretaro, etc. Communicates with the Attaché's assistant continually regarding the Attaché's schedule for the day. Makes sure that seat belts are used at all times and that routine safety procedures are followed at all times. Responsible for tracking the washing and cleaning of the official vehicles on a weekly basis and delivery of receipts to the Admin Unit for processing. Responsible for maintaining a daily vehicle log. Responsible for drafting the annual vehicle usage report. Must provide punctual service. Ad hoc telephone support to American Officers when needed (accidents, lost in city), and other duties as assigned.

(70%)

Coordination of logistics and security support for visits by Regional IPR Attaché and staff and USDOC officials. Performs site visits in advance. Other routine office functions as assigned including copying of documents, shredding, preparation of information kits, collating, etc., and other duties as assigned.

The incumbent reproduces support materials for the section program such as binders, address books, and presentations in a time effective manner. Clerical support duties may include distribution of the material, confirmation of participants, last minute logistical support to include local purchases and verification of material. The incumbent will coordinate logistical support with administrative assistant.

(20%)

Responsible for the care and servicing, as well as preventive maintenance, of the USG vehicle assigned to him. Locates suppliers and negotiates the best price, delivery and service for vehicle repair and maintenance, purchase of equipment, tires, and anything related to the vehicles. Makes sure that cars have properly-inflated tires, full gas tanks and proper oil levels on continual basis, and other duties as assigned.

(10%)

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 Performance

- a. Education: Completion of Local Elementary School required.
- b. Prior Work Experience: Two years driving experience. At least 6 months of clerical work or office support work.
- c. Post Entry Training: Post policies, and U.S. Commercial Service and Trade Center procedures and policies. Basic computer training in use of e-mail. Understanding of FMC policies and procedures for small procurement. Must be able to determine the best quality and price for required vehicle goods and services.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): The specialization required for rudimentary spoken English Level I: Speak, understand. Good, clear, Level II. Spanish: Speak, read, write, and understand.
- e. Job Knowledge: Must know how to drive a car safely, by U.S. standards. Must have experience in defensive driving, or be available to take a defensive driving course immediately after being hired. Extensive knowledge of streets and highways of Mexico City and other major nearby cities in order to quickly determine alternate routes when needed, when streets are blocked by demonstrations, unexpected roadblocks. Must be familiar with basic streets and neighborhoods as well as government offices in the Mexico City metropolitan area. Must have excellent knowledge of US and GOM driving rules and regulations as well as prevailing Mexican customs. Basic knowledge of how a motor vehicle operates (motor systems, electrical system, steering and suspension). Understanding of FMC policies and procedures for small procurement. Must be able to determine the best quality and price for purchase of vehicle goods. Basic security training.
- f. Skills and Abilities: Must be very skilled in operating a vehicle, possess keen observational powers, and demonstrate good judgment and quick response to security and safety needs. Must be tactful, discrete and reliable. Must be punctual. Ability to read and interpret road and street maps. Ability to detect and repair simple vehicle defects (i.e. tire repair, use of jumper cables, towing procedures). Must assure that vehicles are tuned, gas tanks filled and tire air pressure is correct at all times. Must be able to assure preventive maintenance of the vehicles. Must possess a valid Driver's license. Must be able to lift 50 lbs. Must be able to work long hours, weekends, US and local holidays.

16. Position Elements:

- a. Supervision Received: General supervision only, by the Regional IPR Attaché as well as general guidance from the FSN Assistant to the Regional IPR Attaché.
- b. Supervision Exercised: N/A
- c. Available Guidelines: 6 FAM. City and Countrywide maps, vehicle maintenance manuals, Post and USDOC Administrative Policies and Procedures, such on Procurement, inventory, handling of vehicle logs and good driving practices.
- d. Exercise of Judgment: Sound judgment in safe and courteous driving and viability of transportation routes in meeting schedules. Must be tactful in overview of others. Incumbent must be able to act independently in the sourcing and procurement of preventive maintenance, repairs and vehicle-related purchases. Incumbent must decide when vehicle maintenance is wanted or required and maintain appropriate records and/or RTPs.
- e. Authority to Make Commitments: **Authority** to have vehicles repaired once the funding has been authorized. Authority to plan all routes and logistics for the official passengers as well as alternate routes. Authority to find new suppliers.

f. Nature, Level and Purpose of Contacts: Communication with Estado Mayor Presidencial for transportation and the security during visits of the Secretary of Commerce and other high level USDOC officials. Communication with drivers within the Embassy for VIP visits. Communication with mail room offices for delivering packages. Communication with the Ambassador's security guard for coordination of outside meetings. Communication with visitors in regard to tourist sites and other non-work related issues. Communications with the GOM for VIPs visit, as needed. Communicates with vendors of office supplies. In the role of chauffeur during official events, incumbent has direct contact with high-ranking U.S. Government officials and Principal Officers of U.S. and Mexican companies. In the role of procurement, has direct contact with suppliers of services.

g. Time Expected to Reach Full Performance Level: One year.