INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Mexico City	Department of State	312801 A62-004

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. X Yes A62-002, A62-003, A62-001 Base classification 311801 A52703

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☒ b. New Position

☐ c. Other (explain) updated of signatures

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority **Florida Regional Center**	**Chauffeur FSN-1015-3**	**FSN- 3**		**11-24-14**
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Chauffeur	
8. OFFICE/SECTION U.S. Embassy Mexico City	a. First Subdivision Diplomatic Security
b. Second Subdivision Marines Security Guard Detachment	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Operates a U .S. Government owned/leased vehicle in accordance with Department of State regulations and instructions received and provided by the Marines. At times will be required to drive senior members of the military or other agency personnel in, and around the city and its environs.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

Incumbent works directly as a Chauffer for the MSG Detachment; serves as a special messenger for the MSG Detachment.

When required, the incumbent will serve as a Chauffeur for the DS and MSG VIP visits. She/he will keep vehicles clean and report all maintenance problems to the MSG Detachment immediately.

Will be expected to serve as Chauffeur for MSG Detachment military and DS visitors as required. Provides guidance/service to DS and MSG VI P visitors during visits.

Responsible for maintaining daily official trip tickets, maintenance and operating costs for the assigned vehicle. Checks the engine and general mechanical conditions on a daily basis to ensure the vehicle is safe and fit for the road. Informs MSG Detachment when the vehicle is due for service and for any necessary repairs.
Responsible for cleaning and polishing (interior and exterior) the vehicle to ensure it is maintained at the highest standard at all times.
Responsible for submitting the time sheets on all the drivers to the Detachment Commander and coordinating this with the RHRO.
Responsible for accountability of all fuel dockets/receipts for the MSG Vehicle.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:
Completion of Local secondary school is required.

b. Prior Work Experience:
Two (2) years of professional driving experience is required.

c. Post Entry Training:
On-the-job training in the proper operation and minor maintenance of MSG vehicles.

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

e. Job Knowledge:
Must be familiar with local traffic laws and traffic patterns. Possess a working knowledge of automotive vehicle operation and safety and a general knowledge of automotive maintenance.

f. Skills, and Abilities:
Must be organized and responsive in following schedules. Must be in possession of a current and valid driver's license.

16. POSITION ELEMENTS:

a. Supervision Received:
Receives supervision from the MSG's and Detachment Commander.

b. Supervision Exercised:
None

c. Available Guidelines:
Department of State regulations in the use of government property and assets.
Post Management procedures and policies on the use of overtime and government assets.
Pertinent FAM guidelines and training materials and manuals.

d. Exercise of Judgment:
Must exercise good judgment and common sense when operating a vehicle. Be familiar with the standards of motor vehicle operations when d riving. Identify problems quickly and determine the best course of action to take.

e. Authority to Make Commitments:
None.

f. Nature, Level and Purpose of Contacts:
Detachment Commander, MSG's, DS officials, military officials, at all levels.

g. Time Expected to Reach Full Performance Level:

Three (3) Months.