

14. Major Duties and Responsibilities

1. Chauffeur responsibilities (80%):

Incumbent operates a passenger vehicle to transport INL staff and official visitors. Drives within the city but frequently will be required to drive surrounding areas for meetings, field trips, or to provide support for high-level visitors in other regions of Mexico. This could entail traveling several days to locations outside Mexico City. Responsible for the safety and well-being of passengers. Observes all traffic laws and drives defensively. Incumbent will wear a seatbelt at all times and ensures passengers do likewise. Does not talk on cellphone or texts while driving. Remains constantly alert to possible terrorist activity and other unusual situations and takes evasive action as appropriate. Is punctual and considers traffic congestion, detours, and routes to be taken to ensure the safe and timely pick-up or drop-off points by researching the location through local maps (Guia Roji), finding the address on the internet, or calling the location for specific directions. Assists passengers, when needed to carry, check, and retrieve baggage.

Incumbent is responsible for performing daily inspection of assigned vehicle and should alert to possible tampering of vehicle, inspects vehicle for defects and makes minor repairs as required. Keeps vehicle in clean and serviceable conditions and executes minor preventive maintenance; ensures that all dealer maintenance services are conducted in a timely manner and keeping vehicle in overall excellent and safe mechanical condition. Completes daily vehicle usage log, gas consumption log, as well as regular maintenance reports.

2. Mail & messenger services (20%):

Delivers documents, mail and/or invitations or carries out various other important official errands for INL staff. Makes photocopies of documents as requested, ensuring that they are copied as instructed, collated and stapled as required. May be requested to bind documents with combo machine. May be requested to shred documents. Receive and escort visitors from Post One to INL Offices. Sending of facsimile messages in country and abroad.

Collect international/external mail from the Embassy mailroom and distribute accordingly in different floors at BIO Building. 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 agency."

15. Qualifications Required For Effective Performancea. Education:

Completion of local secondary school is required.

b. Prior Work Experience:

At least two years of professionally driving experience is required.

c. Post Entry Training:

Smith Training and Defensive and Armored driving course.

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 area traffic patterns. Must have strong knowledge of geography of Mexico City. Basic mechanical knowledge is required to perform preventive maintenance on the INL vehicles as well as to troubleshoot office equipment malfunctions. Knowledge of INL regulations as they pertain to motor pool use, for example, completion of Daily Vehicle Use Record, Preventive Maintenance Checklist and Gasoline Usage and Incident Reports.

f. Skills and Abilities:

Must have a local driver's license appropriate to drive a sedan or mini-van. Ability to use basic office equipment such as facsimile machines, photocopiers, binding machines, etc.

16. Position Elementsa. Supervision Received:

Supervised by INL Motor Pool Supervisor.

b. Supervision Exercised:

None.

c. Available Guidelines:

Applicable FAM; Position regulations and guidelines; Driving Manuals and any other standard operating procedure related to INL operations.

d. Exercise of Judgment:

Will exercise significant judgement in the area of security concerns, best driving routes, departure/pick-up times. Also exercise significant judgement in maintenance and repair schedules of official vehicles.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Incumbent will have regular contact with all INL, Embassy motor pool, vehicle repair facilities, parking garage officials. Incumbent will also have contact with officials of GOM law enforcement and protection entities such as the Protective staff of the Office of the President and Attorney General ad, Federal District police and Estado Mayor during official visits.

g. Time Expected to Reach Full Performance Level:

Six (6) months.