

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
 (Position Number) \_\_\_\_\_, (Title) Motor Pool Supervisor (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Motor Pool Supervisor,	8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Motor Pool Supervisor</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">US Embassy</p>	a. First Subdivision <p style="text-align: center;">Management</p>
b. Second Subdivision <p style="text-align: center;">General Services Office</p>	c. Third Subdivision <p style="text-align: center;">Motor Pool</p>

9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ <p style="text-align: center;">Printed Name of Employee</p> _____ <p style="text-align: center;">Signature of Employee</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ <p style="text-align: center;">Printed Name of Supervisor</p> _____ <p style="text-align: center;">Signature of Supervisor</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>
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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.  _____ <p style="text-align: center;">Printed Name of Chief or Agency Head</p> _____ <p style="text-align: center;">Signature of Section Chief or Agency Head</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>	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.  _____ <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> _____ <p style="text-align: center;">Signature of Admin or Human Resources Officer</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>
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13. Basic Function Of Position  
 Provides overall supervision of GSO Motor Pool operations. Plans, organizes and directs the use of Motor Pool vehicles, personnel and stock of automotive spare parts. Ensures that Motor Pool provides economical, efficient and safe transportation services to Mission personnel. Acts as subcashier to provide funds to drivers for upcountry trips. Provides leadership guidance and counseling and training for all employees.

14. Major Duties and Responsibilities 100 % of Time  
 40%  
 Prepares automotive inventory reports, vehicle data questionnaires and vehicle replacement reports. Recommends acquisition, replacement and disposal of vehicles and trucks. Organizes vehicle sales. Prepares vehicle disposal reports for submission to Washington, OPR/ST/S/MV. Coordinates the registration and technical inspection certificates for Mission vehicles. Prepares requests for local and or international insurance renewal or cancellation and serves as COR for the Mission insurance contract. Follows up on insurance claims and police reports when accidents occur to ensure reimbursements are made. Notifies FMC of all official and personal usage of Motor Pool vehicles, taken from trip ticket requests, so that agencies and offices may be charged appropriately.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Three years automotive related work including two years supervisory experience is required.

c. Post Entry Training

Three months training and orientation in Post's Motor Pool operations.

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

French level 4

English level 4

e. Job Knowledge

Must understand the structure of the Mission offices and agencies in order to accurately track and process monthly charges for vehicle use and maintenance. Must understand the larger Department of State structure in order to seek assistance from the appropriate contacts in Washington. Must thoroughly understand local laws regarding vehicle licensing, registration, importation, operation and safety inspections. Must have a thorough understanding of vehicle mechanics and repair.

f. Skills and Abilities

Strong supervisory, technical and administrative skills. Must be in possession of a local driver's licence. Defensive Driving/Safety training from SHEMA/Smith System or equivalent. Must have cashier training. Must have advanced knowledge of Microsoft Word, Excel, PowerPoint and Ariba and WebPass.

16. Position Element

a. Supervision Received

Direct from A/GSO.

b. Supervision Exercised

First line supervisory responsibilities for Mechanics, Expeditors, Dispatchers, Chauffeurs, Boat Pilot and Fuel Plant Operator.

c. Available Guidelines

Various vehicle repair manuals.

Post Motor Pool Policy.

Boat Navigation and user requirement.

d. Exercise of Judgment

Considerable judgement will be exercised in prioritizing work, approving expenditures and determining proper courses of actions to repair vehicles. Determines when to purchase and sell vehicles.

e. Authority to Make Commitments

May commit Embassy Motor Pool resources within guidelines established by A/GSO. Approves use of parts from Motor Pool expendable supply stock.

f. Nature, Level, and Purpose of Contacts

Daily contact with American citizens and LES employees, as well as VIP visitors and CODELs.

Local ministries, police, contractors, automotive spare parts vendors and repair shops.

g. Time Expected to Reach Full Performance Level

Three months.

### **Addendum 1**

10%

Supervises the Motor Pool garage's preventive maintenance and repair works. Reports mechanical problems to the mechanics. Oversees the operation of brake lathe machines and tire repair equipments, hydraulic lifts and tools. Prepares vehicle maintenance reports and work orders. Ensures that safety rules and regulations on the use of tools and machines are strictly followed. Ensures that accidents are reported promptly. Organizes and directs towing and hauling of broken down trucks and vehicles to the garage.

20%

Ensures drivers have appropriate TAs before upcountry trips, and as subcashier is entrusted with petty cash to disburse for trip expenses. Supervises a 131,000 liter capacity reservoir of diesel fuel and a 30,000 liter capacity reservoir of gasoline. Functions as COR for Mission fuel contract servicing all government and personally owned vehicles. Directs the replenishment of fuel according to Mission policy.

20%

Prepares evaluation reports and Position Descriptions. Participates in the selection of new employees. Makes recommendations for promotions, awards and disciplinary actions for all his supervised employees. Develops and implements driver, mechanic, and dispatcher training program. Develops and ensures full implementation of WEBPASS program. Provides leadership guidance and counseling for all employees.

10%

Reviews Expeditors request and ensure transportation is provided to all passengers to and from airport. Also oversees the scheduling and safe operation of the Mission School Bus. Ensures that all professional chauffeurs and incidental drivers have received and are up-to-date on Smith System driver safety training and have passed the required medical examinations.