

13. BASIC FUNCTION OF POSITION

This position is supervised by motor pool supervisor, with operational control of the Detachment Commander. The incumbent will be assigned as the Marine Security Guard Detachment Driver.

The marine chauffeur's hours will be on a rotational basis. However, they are expected to be flexible, regularly working longer/shorter days, weekends, American/national holidays, and special events as needed. Normally, the marine chauffeur will work a rotation 7 days a week. The marine driver will coordinate the schedule and leave dates with the motor pool supervisor. The marine chauffeur may be temporarily assigned to the Motor pool and to other VIPs (DCM, CODEL, etc.) as designated by the motor pool supervisor.

14. MAJOR DUTIES AND RESPONSIBILITIES

40%

Ensures that all vehicles assigned are properly maintained in top operational condition. Incumbent will accomplish this by regularly checking all fluid and tire pressure levels, inspecting the engine for potential problems, the seatbelts and any parts of the vehicle that require inspection and not mentioned in this paragraph and report/coordinate regular maintenance with GSO motor pool of any maintenance issue. Drivers are also responsible for the general cleanliness of the vehicles to include making sure the seats, dashboards, areas in side of the doors, all carpets and all other compartments not mentioned in this paragraph are clean and free of debris.

55%

Will be assigned to the Marine Security Guard Detachment Vehicle for in-depth knowledge of Quito and surrounding areas. Constantly alert for irregularities and unusual or suspicious circumstances. Must be able to recognize emergencies and abnormal situations and take necessary action depending on the nature of the incident.

Must constantly vary routes and times of departures/arrivals to and from origins and destinations. Must learn all emergency routes and code words to communicate with post one in time of duress. Will transport official visitors to and from airport when necessary.

Anticipate and provide first-line operator maintenance. Files daily usage reports on mileage and gasoline consumption. Keep the Marine Security Guard Detachment Vehicle clean inside and out.

5%

Performs other related duties as directed by the Marine Security Guard Detachment only, or other duties assigned by supervisors. Incumbent can or will translate for the Marines if possible.

15. QUALIFICATIONS REQUIRED

1. **Education:** Completion of secondary education is required.
2. **Experience:** At least two years of professional driving experience required.
3. **Language:** Level II (Limited Knowledge) English and III (good working knowledge Spanish).
4. **Knowledge:** Must have in-depth knowledge of Quito and surrounding areas, plus Ecuadorian traffic and driving styles.
5. **Skills:** Good driving ability. Must have professional chauffeur's license type D or above. Must be able to operate a Chevrolet Suburban and other large vehicles with ease and without showing signs of excess hesitation as well as be able to drive the small truck F350, and good knowledge in automatics vehicles.

16. POSITION ELEMENTS

- a. **Supervision Received:** Position is supervised by the Marines Supervisor who provides daily priorities and instructions
- b. **Available Guidelines:** Maps of Quito. Office procedures and Mission Policies.
- c. **Exercise of Judgment:** Must exercise judgment common to all safe drivers.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** None
- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** One month.