

15. Qualifications Required For Effective Performance

a. Education

Completion of primary school is required. Completion of a vocational training or apprenticeship in journeyman automotive skills is required.

b. Prior Work Experience

Two years of full journeyman automotive mechanical experience is required. Two years of driving experience is required. Experience may be combined.

c. Post Entry Training

USG Safe Driving training, SHEM Safety training, Pegisys online training, Direct Hit Technician Membership, and Vehicle Registration and Maintenance training.

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

Level III (Good working knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Must have full journeyman automotive mechanic trade knowledge, which includes body works, air conditioning and electrical shops. Must be familiar with local traffic laws and area traffic patterns. Must have knowledge of Safety and Health Environmental Management (SHEM) safety guidance. Must be familiar with the road systems of Belize for any destination assignment.

f. Skills and Abilities

A valid Class AB driver's license is required in order to operate Mission vehicles. Must have mechanical ability to identify vehicle malfunctions. Ability to deal effectively with American and local personnel is required. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out. Must be able to pass a physical examination as a driver and must be able to maintain the medical certification for official vehicle driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Motor Pool Supervisor/Dispatcher. May receive working guidance/general supervision from the General Services Officer or the Management Officer.

b. Supervision Exercised

Incumbent provides working guidance to 1 Auto Mechanic/Chauffeur and 4 Chauffeurs when dispatching motor pool vehicles.

c. Available Guidelines

Vehicle maintenance manuals, local written and manual instructions, established procedures and morning briefings.

d. Exercise of Judgment

Determines deadlines and priorities of routine assignments. After determining nature of vehicle malfunction, exercises judgment on type of repair needed and if repair could be done in-house or at local repair shop. Makes decisions on replacement parts. Determine route to efficiently and safely complete driving assignments.

e. Authority To Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Contacts with Embassy personnel, VIP visitors, and local vendors/suppliers such as retail stores, auto mechanic shops, etc.

g. Time Expected to Reach Full Performance Level

One Year.

14. Major Duties and Responsibilities

AUTOMOTIVE MECHANIC

50% OF TIME

Develops schedule for regular maintenance of vehicles, performing a comprehensive diagnostic evaluation of each vehicle's condition. This work should be performed on each vehicle, no less frequently than every eight weeks, and at least one vehicle must be evaluated each week. Standard mechanical maintenance in these checks shall include:

- A. Check all fluid levels, change oil filters.
- B. Check condition of tires, brakes, transmission, clutch, lights, wipers, shocks, steering, fuel filter, and all aspects of the vehicle exterior and interior condition.
- C. Reports all findings to the GSO, in written form, and maintains all replaced parts so that the GSO can confirm that parts were replaced.
- D. Perform minor gas (oxygen and acetylene gas) and electrical (arc) welding;

Maintains records for each vehicle on monthly oil and fuel consumption, maintenance costs, and accident reports. Prepares monthly reports on vehicle fuel efficiency.

Performs unscheduled maintenance/repair on motor pool vehicles as required, working closely with the Motor Pool Supervisor/Dispatcher. Incumbent is present on-site when a vehicle has to be towed. In the event that the incumbent is unable to perform very highly skilled engine overhauls or body works, he shall obtain written quotes for the required repairs. Final authorization for the repairs will be made by the General Services Officer.

Maintains appropriate inventory, and all inventory records, of automotive parts and tools, working closely with the Storekeeper and the FSN GSO. Ensures overall shop organization and cleanliness. Maintains shop safety practices at all times.

Additionally, the mechanic is expected to perform administrative duties and casual labor as required by the GSO section, including the movement of furniture or supplies, and other tasks related to being a member of the GSO team.

CHAUFFEUR

30% OF TIME

Performs driving assignments for GSO motor pool, determining the most advantageous route to ensure a safely and timely arrival at assigned destinations. If required, a flexible schedule may be established to accommodate special needs of the Embassy/USG.

Maintains all assigned vehicles in clean and serviceable condition. This general maintenance includes (but is not limited to): 1) Thorough cleaning of the vehicle (inside and outside) on a weekly basis or more often as needed; 2) Performing routine vehicle condition checks at the start of the day to ensure vehicles are operational and road-worthy; This includes checking condition

of tires, lights, wipers, fuel level and performing radiator and oil checks. Incumbent also ensures that spare tires, tools, other safety accessories are available. 3) Inspecting vehicles for any defects or mechanical problems which would require the attention of an automotive mechanic; (Any such defects or mechanical problems must be included in the vehicle reports.) 4) Ensuring that the vehicles are scheduled for preventative maintenance; 5) Completes vehicle usage/fuel purchase/daily vehicle maintenance reports as required.

Reports immediately any automobile accident and prepares accident report as required.

Performs messenger/courier duties including the delivery of official correspondence or invitations to GOB officials and ensuring receipts are signed for when required. Carries out other important errands, pays local vendors and performs small petty cash purchases for the Office. Incumbent makes himself available to chauffeur any FSO, USG equipment, TDY'er and VIP visitors at all times, except during scheduled vacations or on days when he is specifically released in accordance with the weekly schedule normally to be provided in advance. Incumbent must observe all traffic laws and drive defensively. Must maintain excellent driving record, be familiar with Belize's road system, and must maintain a neat, clean, courteous, punctual and helpful disposition at all times.

CERTIFIED SMITH SYSTEM INSTRUCTOR

15% OF TIME

Incumbent is one of two Certified Smith System Instructors and in that capacity, incumbent assists in instructing, certifying all new chauffeurs and incidental drivers and in conducting refresher training for any operator that has been involved in a motor-vehicle incident and/or whose last training session was more than two years ago.

OTHER

5% OF TIME

In the absence of the Motor pool Supervisor/Dispatcher, coordinates dispatching of GSO motor pool vehicles, which includes providing working guidance/general supervision of 1 Auto Mechanic/Chauffeur and 4 Chauffeurs, assignments of drivers to vehicles, scheduling of vehicles for official use, and maintaining assignment logs. Ensures that all drivers maintain safe, courteous and defensive driving behavior.

Incumbent is a designated money holder in accordance with 4FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance and in accordance with the designated memo on file.

This job description summarizes the core responsibilities assigned to the position; however, it 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 supervisor.