

POSITION: CHAUFFEUR (Marine Security Guard)

BASIC FUNCTION OF POSITION

This position requires transportation of Marine Security Guards in official duties as well as numerous collateral duties specific to this unique position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform official and unofficial driver duties for Marine Security Guard Detachment Rangoon. Drive official vehicles; maintain a daily trip log reflecting mileage, destination(s), and passenger(s) for all trips. Must be willing to work a flexible schedule, including nights, weekends, and holidays, to support the constantly changing operating environment of the detachment. Scenarios include unannounced airport runs; command visits; semi-annual inspections; and VIP visits. ...60%
2. Responsible for Preventative maintenance, interior and exterior cleanliness, correct tire pressure, timely gasoline refills, and proper water levels in the battery and radiator. ..10%
3. Provide over watch/Guardian angel coverage of Marine Security Guards while they are off compound to prevent them from Terrorist acts or other potential legal problems. ..10%
4. Counsel Marine Security Guards on Ethics; local customs, courtesies, and laws; and off limits/inappropriate liberty establishments and places of business. 10%
5. Establish and maintain a positive working relationship with the detachment commander. Provide guidance and recommendations regarding the conduct of all Marine Security Guards to the detachment commander and company "C" Officials. ...5%
6. Assist the Vehicle NCO in the proper execution of his duties. Specific areas are ensuring that safety checks are being conducted weekly; first aid training is being conducted monthly; vehicle reports are being completed and submitted to Vehicle NCO, maintenance is being conducted according to the schedule and within budget restraints; and driver performance evaluations are being conducted. ...5%