

POSITION: GUARD DRIVER (NIGHT SHIFT)

BASIC FUNCTION OF POSITION

Performs chauffeur services for the Security Section for conducting security checks for mission office buildings, residences, and on the local guard force posts of assignment from 7:00 pm to 7:00 am (night shift).

MAJOR DUTIES AND RESPONSIBILITIES

- Performs chauffeur services for Regional Security Officer to various American leased and owned residences, Police Stations for security checks and to Government Offices when required.
- Drives for the Security Guard Supervisor for night checks (7:00 pm to 7:00 am) at various US Government owned/leased residences, warehouses and compounds. Conducts GEMS whenever it is necessary. Conducts Mobile Patrol duties day/night.
- Handles and maintains the security section vehicle in an orderly manner and periodically conduct a maintenance check at the GSO workshop.(65%)
- Drives for the Security Investigator to obtain information such as attending to accidents arranging for local police during official functions, stand by for Security Guard Supervisor during a time of an emergency and handles and relay information by radio and act by own self from, instruction received from the Security Guard Supervisor and or Security Investigator. (30%)
- Drives for Security Personnel (TDYers) and Security Inspectors on visits. Other duties assigned by RSO, ARSO, Local Security Investigator and Security Guard Supervisor. (5%)