

13: Basic Function Of Position

Must be able to design a data system around the need to produce accurate and timely reports to GSO. Reports need to correlate vehicles, maintenance and repair of vehicles, vehicle fuel usage and vehicle use in a comprehensive manner. For example – report should show history of each vehicle (mileage, fuel usage, repairs), each agency (miles driven), each driver (mishaps, miles driven, hours worked) and produce custom reports as requested by GSO. Some or part of these reports may be integrated into the ILMS Fleet Management system, some may require custom Excel spreadsheets and the use of the Cardlock system.

14: Major Duties and Responsibilities.

Heavy duties tallying and tracking all motor pool metrics including miles driven, fuel consumed, repairs/maintenance on each vehicle, and warning the GSO if there are indication that the relationship between fuel usage, kilometers driver and maintenance is reasonable. Person is on point as primary reporter for potential fraud in fuel usage, fuel delivery, vehicle use and maintenance. Responsible for providing GSO with statistical matrix of the above of quantifiable measurements. Can follow directions to build and report via Excel spreadsheets. Person will be responsible for understanding and using Card lock system, Excel spreadsheets. Weekly, Monthly and annual reports for GSO office and for Department as directed by GSO. Keeps ILMS fleet vehicle inventory and matrices up to date. 85%

Other duties as assigned, including supporting VIP visits. 15%

15. Qualifications Required For Effective Performance

a. Education

High School education or equivalent required.

b. Prior Work Experience

2 years experience in customer service, record keeping, and filing.

c. Post Entry Training

On-the-job training in computer courses, ILMS, fleet manager information system/customer service.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
English language level 3, Spanish level 4.

e. Job Knowledge

Knowledge of motor pool operations, excel spreadsheets, basic ICASS precepts, El Salvadorean auto market conditions; and OPR/MV report requirements

f. Skills and Abilities

Ability to drive a car and be safety certified per FAM requirements.

16. Position Element

a. Supervision Received

Works directly for Country-Wide trip Manager.

b. Supervision Exercised

None.

c. Available Guidelines

FAM, FAH, ICASS web sites, Excel help files.

d. Exercise of Judgment

Excellent judgement in determining whether calculations are accurate while compiling statistics for vehicle reports and usage. Judgement and creativity in deciding what additional reports may be useful to GSO and motorpool

e. Authority to Make Commitments

NA

f. Nature, Level, and Purpose of Contacts

Ongoing business contacts with vendors and internal clients such as GSO, motorpool, facilities, FMO.

g. Time Expected to Reach Full Performance Level

Six months