

owned vehicles (GOV), to include armored vehicles, in accordance with the Department of Defense regulations and functions as directed by the Office of Defense Coordination (ODC) Vehicle Control Officer (VCO). At times the incumbent will be required to drive for senior Department of Defense officials in a single vehicle or as part of a convoy of vehicles with and without escort.

30 % OF TIME

Maintenance: Performs and validates operator-level maintenance for the vehicle fleet. Schedules performance of contractual maintenance and repairs of all vehicles, as well as requisitioning spare parts, lubricants, and accessories. Ensures cleanliness of vehicles at all times.

30 % OF TIME

Fleet Management: Responsible for managing a fleet of 28 government- owned vehicles, including armored vehicles, all terrain utility vehicles, and passenger vehicles. Responsible for dispatching all vehicles and for developing a monthly plan to rotate vehicles among all direct hire personnel who are authorized duty-to-domicile transportation. Receives new vehicles and incorporates them into the fleet, initiates appropriate historical documentation, and creates logbook and maintenance records. Prepares vehicles for disposal at the end of their life cycle and assists in their turn-in at a Defense Reutilization Management Office. Maintains inventory of all vehicles and vehicle records, including registration and customs documents, procurement documents, fuel consumption and mileage, maintenance schedules, repairs, and vehicle replacement records. Maintains a motor vehicle usage database and prepares a comprehensive monthly motor vehicle usage report for submission to higher headquarters.

10 % OF TIME

Administrative duties: Receives official correspondence from Mexican military and governmental agencies and ensures that proper distribution is made. Manages the unit postage account and distributes mail to ODC personnel. Receives, delivers, and distributes parcels, including packages of books from returning Mexican military students. Performs other administrative tasks as required.

15. Qualifications Required For Effective Performance

- a. Education:
Completion of Local Secondary School.
- b. Prior Work Experience:
Minimum of four years of driving experience in Mexico City is required. At least two years motor vehicle dispatcher or fleet management experience required. Certificate of basic vehicle maintenance training (or any similar training or work experience).
- c. Post Entry Training:
On-the-job training in the proper operation, convoy operations, and minor maintenance of motor vehicles. Level 1 anti-terrorism and defensive driver courses.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Spanish Level III (Good working knowledge). English Level II (oral and written) at entry; increasing to Level III after one year.
- e. Job Knowledge:
Familiarity with basic Department of Defense administrative and operating procedures. Knowledge of safe driving techniques, local traffic laws and Mexico City traffic patterns. Possess a working knowledge of automotive vehicle operations and safety, and a general knowledge of automotive maintenance. Basic knowledge of Microsoft Office applications and internet operating procedures.
- f. Skills and Abilities:
Must be organized and responsible in following schedules. Mature demeanor, exceptional interpersonal skills to deal with visitors, vendors and other contacts. Must be self-motivated and use own initiative to anticipate ODC demands and requirements. Must have a good driving record, possess a valid driver license (Type B), and be eligible to obtain a U.S. visa in order to conduct training and carry out missions in the U.S. Must be able to lift 50 lbs.

16. Position Elements

- a. Supervision Received:
Position is directly supervised by the ODC Administrative/Budget Officer. Supervision is general in nature, except when team problem analysis and resolution is required. At times, incumbent will be supervised and his work will be directed by the Lead Personal Security Officers providing security to Distinguished Visitors.
- b. Supervision Exercised:
Incumbent will provide informal supervision to one Host Nation contract employee who cleans and helps to maintain ODC vehicles.
- c. Available Guidelines:
ODC Memoranda and Standard Operating Procedures (SOPs). Department of Defense and Department of State Regulations in the use of government property and assets. Post Management procedures and policies on the use of overtime and government assets. Pertinent DoS FAM guidelines and training materials and manuals.
- d. Exercise of Judgment:
Must exercise good judgment and common sense when operating a vehicle. Identify problems quickly and determine the best course of action to take. Must be able to make on-the-spot, mature safety decisions in the event of motor vehicle accidents while transporting passengers in order to protect life and government property.
- e. Authority to Make Commitments:
May make minor commitments (under \$500 USD) when negotiating vehicle maintenance or repairs with local vendors.
- f. Nature, Level and Purpose of Contacts:
Daily contact with ODC Officers and other Embassy Officials. Acts as guide and driver for visiting U.S. DVs and military officials from higher headquarters.
- g. Time Expected to Reach Full Performance Level:
One year.