

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Mexico City	2. AGENCY Department of State	3a. POSITION NO. A52-735
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Mexico City	CHAUFFEUR - 1015-4	FSN-4		/ /
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Chauffer	7. NAME OF EMPLOYEE / / / /
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8. OFFICE/SECTION Motor Pool/ General Services Office	a. First Subdivision Management Section
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b. Second Subdivision General Services Office	c. Third Subdivision Motor Pool
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____
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13. BASIC FUNCTION OF POSITION
 Operates a U.S. Government owned/leased vehicle in accordance with Department of State regulations and instructions received and provided by Dispatcher. Serves as one of two COM drivers and drives the COM limousine. At times will be required to drive senior members of the Mission or other agency personnel in and around the city and its environs.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Incumbent works directly as the Chief of Mission Chauffeur; serves as a special messenger for the COM and other senior Embassy officers. He coordinates the COM's movements with his security detail and works closely with RSO. **75% of time**

When required, the incumbent will serve as a motor pool driver and/or Marine driver. He will keep vehicles clean and report any maintenance problems to the Dispatcher and/or motor pool supervisor immediately. **15% of time**

Will be expected to serve as Chauffeur for heads of USG agencies or other high level visitors as required. Will also need to provide guidance/service to VIP visitors during visits. **10% of time**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:
Completion of high school is required.
- b. Prior Work Experience:
Two years driving experience is required.
- c. Post Entry Training:
On-the-job training in the proper operation and minor maintenance of motor pool vehicles. Armored vehicle training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level II (rudimentary) English is required.
Level III (good working knowledge) Spanish (oral and written) is required.
- e. Job Knowledge:
Must be familiar with local traffic laws and traffic patterns.
Possess a working knowledge of automotive vehicle operation and safety, and a general knowledge of automotive maintenance.
- f. Skills, and Abilities:
Must be organized and responsible in following schedules. Must be in possession of a current and valid driver's license (Type "B" or first class) according to the type of vehicle operated. Must have strong interpersonal skills to work with the Ambassador's security detail.

16. POSITION ELEMENTS:

- a. Supervision Received:
Receives supervision from the Chief of Mission or other designee and RSO. At times will be directed and supervised by the Motor Pool supervisor or dispatcher.
- b. Supervision Exercised:
Local traffic laws, vehicle manuals and DOS motor pool guidelines.
- c. Available Guidelines:
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 FAM guidelines and training materials and manuals. Mexico City Ambassador's Protective Security Detail Standard Operating Procedures.
- d. Exercise of Judgment:
Must exercise good judgment and common sense when operating a vehicle. Must be familiar with the standards of

motor vehicle operation when driving. Must be able to identify problems quickly and determine the best course of action to take, making split-second decisions in high pressure/high threat protective security situations, very often with little or no immediate support.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Daily contact with the COM and other senior Embassy officials. Communicates with the Dispatcher daily or as needed to resolve issues with the assigned vehicles. Communicates daily with the Regional Security Office (RSO) and his security detail to coordinate the COM's movements.

g. Time Expected to Reach Full Performance Level:

Three (3) months.