

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Mexico City, Mexico	<b>2. AGENCY</b> USAID	<b>3a. POSITION NO.</b> 312872100022-A
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>CAI-D01</b>
Agencies may show the number of such positions authorized and/or established:		

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
 Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

b. New Position

c. Other (explain): **UPDATE OF RESPONSIBILITIES**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Chauffeur (Mission Director) FSN-1015	FSN-04		
b. Other:	FSN Unit signs UPDATE of PD for Position No. CAI-D01, no review of Job Report nor reclassification action executed. New number after Update is 312872100022-A			
c. Proposed by Initiating Office:	Chauffeur (Mission Director), FSN-1015	04		

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION:</b>	a. First Subdivision: <b>EXO</b>
b. Second Subdivision: <b>USAID/Mexico</b>	c. Third Subdivision:

**APPROVALS AND SIGNATURES SECTION**

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p>   <p><b>VACANT</b></p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p>   
EMPLOYEE Signature _____ Date (mm-dd-yy) _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
SECTION CHIEF or AGENCY HEAD Signature _____ Date (mm-dd-yy) _____	HUMAN RESOURCES Signature _____ Date (mm-dd-yy) _____

**13. BASIC FUNCTION OF POSITION**

The incumbent serves as Chauffeur to the Mission Director and Deputy Mission Director of USAID/Mexico. Incumbent operates a USAID-owned armored vehicle in support of the program, administrative oversight and representational responsibilities of the Mission Director and Deputy Mission Director. The incumbent follows a maintenance schedule and ensures the maintenance of two USAID-owned armored vehicles. The incumbent also provides administrative and clerical support services for the USAID Office.

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

- A. Chauffeur to the Mission Director/Deputy Mission Director or their delegated personnel: 65%

The incumbent safely and according to local laws operates a USAID-owned armored passenger vehicle within Mexico City or neighboring country-side or cities to provide transportation services primarily to the Mission Director, Deputy Mission Director, and VIPs. As time permits, the incumbent will provide transportation to other Mission employees and official TDY'ers.

Assumes primary responsibilities for the USAID-owned vehicles. Ensures that the vehicles are clean and properly maintained in order to provide safe transportation services.

Plans logistics for trips. Researches the destination points and collects pertinent information such as the description of the site, projected travel time, road conditions, and seeks guidance from RSO on security concerns. Based on personal analysis of the situation, ensures that adequate planning and safety considerations have been factored into trip schedules. Exercises sound judgment in selecting which roads to use and which areas to avoid to ensure the safety of the passengers.

Ensures that preventative maintenance on the vehicle is performed on a regular basis. Reports any malfunctioning of the vehicle immediately to the Executive Officer along with any other problems that may arise. Recommends the change of tires, and batteries and assists in obtaining quotations for maintenance services.

Maintains the daily log of vehicle usage, gas consumption log and maintenance records for preparation of the quarterly and annual vehicle reports required by USAID/Washington. Ensures that every kilometer of usage is accounted for and that passengers sign for the services, when/as required.

Maintains a high level of security awareness at all times to ensure that United States Government (USG) property is protected and that the passengers are not endangered. Checks underside of vehicle and hood before starting engine when vehicle has been left unattended.

Reports vehicular accidents immediately to the Executive Officer in accordance with Mission procedures; completes all required paperwork to document the accident; and ensures that the Police and Insurance Company have all information required to complete their investigations/reports.

The incumbent maintains a yearly physical examination with the Embassy Health Unit to ensure s/he is proven healthy to operate a USG-owned vehicle.

Due to Chauffeur responsibilities, the position often, but not always, requires weekly hours in excess of the 40 hour work week, compensated by overtime premium pay.

- B. Other Related Duties 35%

Delivers official correspondence (letters, reports, invitations, etc.) to various offices within Mexico City, such as government of Mexico, other international organizations, private sector and/or implementing partners.

Collects and distributes mail and newspapers from the Mail Room to the USAID office on a daily basis.

Maintains USAID/Mexico supply closet by ordering sufficient and relevant supplies and maintaining supply closet organization.

Assist supervisor whenever not encumbered by the above mentioned duties.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Completion of high school and professional driver's training are required.
- b. Prior Work Experience: A minimum of three years of professional driving experience for medium-sized firms or institutions is required. Prior experience driving armored vehicles is required. At least one year's experience with a U.S. Government or international organization is required.
- c. Post Entry Training: Incumbent will receive training in defensive driving maneuvers and on-the-job training for USAID-specific policies and procedures.
- d. Language Proficiency: Level II English (oral and written) and Level III Spanish (oral and written) are required. Incumbent must be able to read manufacturers operating manuals and complete forms accurately and legibly. Incumbent must be able to understand and follow instructions in English and Spanish.
- e. Job Knowledge: Knowledge of Mexico traffic laws is required. Knowledge of traffic patterns throughout the city as well as various GoM offices/facilities, implementing partner offices and project sites are required. Hands-on knowledge and experience in operating 4-WD vehicle is also required. Must know how to exercise safety and security procedures in potential situations that could be targets of criminal or terrorist activities. Basic knowledge of first aid and auto mechanics is required.
- f. Skills and Abilities: Excellent defensive and evasive driving skills are required as well as strong interpersonal skills. The ability to deal factfully with passengers is required. The ability to exercise sound judgment in selecting the most appropriate route or action at a given time is required. Ability to complete incident reports accurately is required. Must be able to assess the environment and/or emergency situations and utilize sound judgment and initiative to take appropriate action to ensure the safety and security of passengers. Must have a Mexican Driver's License (Type A-Professional).

**16. POSITION ELEMENTS**

- a. Supervision Received: The position is supervised by the ICASS Liaison or Executive Officer designee. However, the incumbent will receive instructions from the Mission Director or Deputy Mission Director from time to time.
- b. Supervision Exercised: Supervision of other USAID staff is not contemplated.
- c. Available Guidelines: The supervisor, Mission Director and/or Deputy Mission Director will provide clear guidance on objectives, priorities and deadlines. All regulations and local laws regarding traffic ways, ADS, FAM, US Mission Mexico policies and procedures for operating a vehicle
- d. Exercise of Judgment: Judgment is exercised in selecting safest roads to be used to shorten the transit time and/or avoid dangerous areas or situations to ensure the safety and security of passengers. Judgment is exercised in managing the maintenance schedule and in oversight of the maintenance of the vehicles.
- e. Authority to Make Commitments: Has no independent authority to commit funds on behalf of the USG or USAID. Ensures the passengers/materials are delivered safely and timely.
- f. Nature, Level, and Purpose of Contacts: Incumbent is required to interact on a daily basis with all levels of USAID/Mexico employees. The incumbent routinely interacts with official TDY staff in Mexico, including VIPs and counterparts to who transportation services are provided.
- g. Time Expected to Reach Full Performance Level: 6 months.