

13. BASIC FUNCTION OF POSITION:

Safely and efficiently operate a motor vehicle to transport members of the Marine Security Guard Detachment in and around Wellington City. Act as Chauffeur for all VIP visitors associated with Marine Security Guard (MSG) Detachment. This position is to cover the secondary shift (7pm to 3am) and is backup to the primary shift (11am to 7pm). The incumbent may be required to work some overtime during the working week, and occasionally on weekends and public holidays, in support of the official responsibilities of the Detachment Commander and his/her Official United States Marine Corps Officers and VIP visitors.

14. MAJOR DUTIES & RESPONSIBILITIES:

- Responsible to transport members of the Marine Security Guard Detachment throughout the city of Wellington and other areas as required by supervisors.
- Is the official driver of Marine Security Guards when an actual emergency or practice drill scenario has been initiated. Will at anytime respond to pick up location, and drive Marine Security Guards to Embassy for emergency responses.
- Works some overtime during the working week, and occasionally on weekends in support of the official responsibilities of the Marine Detachment Commander.
- Ensures that security guidelines are followed in route selection and that the vehicle protective security features are always in proper order.
- Has responsibility for grooming of the detachment vehicles, to include washing interior and exterior and vacuuming interior weekly or more as required. Incumbent makes recommendations on servicing, grooming, registration, warrant of fitness and insurance of vehicles.
- Assists GSO with maintenance and road-worthiness of the MSG Embassy Vehicle. This includes, and not limiting to servicing, registration, insurance, etc. In the event of fleet upgrading or vehicle replacement makes recommendations as to best and most advantageous procurement.
- If MSG Embassy Vehicle is down due to unforeseen reasons, driver will make all arrangements for a back up vehicle to be used.
- Assist as required with official visits of VIPs and official United States Marine Corps Officers.
- Provides 36 hours notice to Detachment Commander if unavailable to drive for an official event, and ensures back-up coverage is in place.
- Assist members of the Marine Detachment with issues and concerns dealing with the safety and security of detachment members.
- Assist with the pickup and delivery of detachment's weekly official shopping trips and will not be required or responsible for handling official money. A Detachment Marine will accompany the driver in vehicle to conduct such purchases.
- Responsible for the accountability, usage, and replenishment of the gasoline for the detachment vehicle.
- Performs other related duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** Minimum of one-two (1-2) years chauffeur driving experience is required.
- c. **Post Entry Training:** Defensive driving training (to evade potential terrorist action). FSI online distance learning courses - Ethics for New Locally Employed Staff (PA453) and Cyber Security Awareness Course (PS800).
- d. **Language Proficiency:** Fluent English language, both oral and written, (level 3) is required.
- e. **Skills and Abilities:** A valid, clean New Zealand driver's license is mandatory. Must be able to learn to operate radio and communications equipment vital to the security of the detachment and Embassy. Must be able to exercise tact and diplomacy, display outstanding customer service and maintain confidentiality. Ability to work variable hours including overtime, weekend work and public holidays.

16. POSITION ELEMENTS

- a. **Supervision Received:** Position will administratively be part of the General Services Office. The Detachment Commander will be the reporting officer of the position, including the direction, utilization, and evaluation of the chauffeur. Daily supervision and direction will come from the Marine Security Guard unit.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Vehicle operator/maintenance manuals; MSG or supervisor's instructions, and established local procedures, customs and regulations. Precedent actions are also used as guides.
- d. **Exercise of Judgment:** Judgment is used in determining and choosing safe, secure routes for transporting the Detachment Commander and Marine Security Guards..
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level and Purpose of Contacts:** Daily contact with Embassy staff, both officers and employees. May have contact with a wide range of public officials (diplomatic, business, High Ranking US Marine Corps Officers) and their staff.
- g. **Time Required to Reach Full Performance:** 6 months.