

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">LAGOS</p>	2. Agency <p style="text-align: center;">STATE/MSG</p>	3a. Position Number <p style="text-align: center;">A52111</p>
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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. Redescription of duties: This position replaces
 (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CHAUFFEUR - PSA - 1015	FSN 3		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

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.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) <u>10/14/2016</u>

Employee Signature	Supervisor Signature
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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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 This position is responsible for maintaining the Marine Detachment vehicle(s) records on a daily basis and ensuring the vehicle is kept in a high state of operational readiness. Additionally, this position is responsible for driving the members of the Marine detachment and any designated Detachment officials. This position is also responsible for personal transportation of the members of the detachment during official and unofficial functions. The primary responsibility of this position is to remain under the operational and administrative control of the Regional Security Officer and the Detachment Commander.

14. Major Duties and Responsibilities 100 % of Time

Maintains all vehicle records and verifies/ensures their consistent upkeep and accurate completion daily. Ensures assigned vehicle(s) are in a fully operational condition at all times and that all preventive maintenance checks are verified prior to assuming control of the vehicle. Maintains at least 3/4 of a tank of gas, and ensures that any minor, or major mechanical discrepancies are immediately reported to the vehicle NCO and Detachment Commander. 20%

Functions as a driver for the entire detachment and for the members of the detachment's personal transportation. Position is responsible for "react" or "response" purposes and MUST perform well in high stress situations, drive safely at all times and be able to respond to dynamic operational situations on with little notice. 70%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of high school is required. Completion of a secondary school is required.

b. Prior Work Experience:

2 to 3 years' experience as a professional chauffeur is required.

c. Post Entry Training:

OJT: Instruction in use and care of detachment vehicles and characteristics of heavier, bigger vehicles. Defensive driving classes / courses are highly recommended either at Post or with an outside U. S. agency.

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

Level III English ability (writing and speaking), level II limited knowledge of any widely spoken local language is required.

e. Job Knowledge:

Must have an above average knowledge of Lagos, other Nigerian cities and neighboring countries. Must have a good knowledge of automotive vehicle operation and safety; to include traffic laws, and traffic patterns, vehicle maintenance standards, and required reports for USG owned vehicles. Must maintain familiarity with USG vehicle record keeping procedures and desired knowledge of the 6 FAM. Must be able to read and understand documents, write clearly and communicate clearly on the phone or by radio when necessary.

f. Skills and Abilities:

Word processing skills, organizational expertise, level 1 typing ability, mature and tactful when associating with all levels of USG and FSN personnel. Must have a valid Nigerian Class E local driver's license. Must display the ability to drive carefully and cautiously in heavy and chaotic traffic situations on poorly maintained roads. Must be able to recognize a hazardous or dangerous situation and take appropriate defensive action. Must possess and display the skills to drive an armored suburban or van in all the aforementioned environments and circumstances. Must display loyalty to the detachment and show total integrity and trustworthiness at all times. Ability to operate under high stress situations and during exigent circumstances is vital.

16. POSITION ELEMENTS

a. Supervision Received:

Supervised by the Detachment Commander, Assistant Detachment Commander and Vehicle NCO. Report to the Vehicle NCO for all administrative requests or requirements. Detachment Commander is the immediate supervisor:

b. Supervision Exercised:

c. Available Guidelines:

Post Administrative directives, policy, and practice. 6 FAM, LES handbook, Standard Operation Procedures, and Manuals, Instructions Detachment Commander, Vehicle NCO, Post One Marine, Detachment members, Memorandum or Agreement, Management Notices and post policies. Local traffic laws.

d. Exercise of Judgment:

Must be able to exercise outstanding judgement based on limited information. Must be decisive in prioritizing and filtering information in a short amount of time and given a rigid timeline. Must be willing to advise Post One, Vehicle NCO or Detachment Commander of any discrepancy that may cause harm to property or life and be prepared to effectively provide possible solutions. Advise members of the detachment and Post One Marine for consideration of the best route and the best time to depart a location for safety reasons and timely arrival that meets the few hours of the MSG detachment.

e. Authority to Make Commitments:

NONE

f. Nature, Level, and Purpose of Contacts:

Contacts with all levels of Embassy, Consulate, Host Government, Diplomatic Corps, Business and private individuals in the performance of duties relating to chauffeur services. Contacts with services providers and other goods and services providers relating to local government employees, police officials, individuals and business organization

g. Time Required to Perform Full Range of Duties after entry into the Position:

9 months

ADDENDUM 1:

- Will be assigned to rotating shift duties, weekend or holiday work schedules. Performs duties as per hour specified in work schedules and may be required to work after normal shifts and on public holidays for overtime pay per current policy and standards. Must perform job activities and duties in a responsible manner to avoid the creation of safety and health hazards. Must properly utilize appropriate personal protective equipment as required by the job activity. Must inform the Detachment Commander of all accidents, illnesses, and injuries, and report unsafe or hazardous conditions. In the event of an accident, immediately completes and submits an accident report to the Vehicle NCO. (5%)
- Maintains a trip log of the vehicles the incumbent is assigned to drive. The log information must include, but is not limited to: DS-1722, Vehicle Data Record; DS-1775, Monthly Fuel / Oil consumption Record; and OF-108 (Daily motor vehicle use record. (5%)