

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A52740
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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) To update duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	DISPATCHER-1010	FSN- 5	TO	02/04/14
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Motorpool Dispatcher	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S Embassy Panama	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. <hr/> <p style="text-align: right; margin: 0;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	10. This is a complete and accurate description of the duties and Responsibilities of this position. <hr/> <p style="text-align: right; margin: 0;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>
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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. <hr/> <p style="text-align: right; margin: 0;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	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. <hr/> <p style="text-align: right; margin: 0;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>
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13. BASIC FUNCTION OF POSITION

Controls motor vehicle use to provide efficient transportation service to the embassy/post. Serves as the Deputy Motor Pool Supervisor, and as such, provides daily guidance to other motor pool staff. Handles the day-to-day petty cash (up to \$200) of the Motor Pool Section.

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

See attached

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High school diploma is required.
- b. Prior Work Experience:
Two years of experience as a clerk required. Two years of experience as a Chauffeur is required. Two years of supervisory experience is required.
- c. Post Entry Training:
During probationary period, incumbent must take Safe Driving Training, Basic Vehicle Maintenance Training, SHEM Training, ILMS training, E2 Solutions: Travel Arranger Course, Credit Cardholder Course, and Smith System Instructor Training Course. Incumbent must also get acquainted with different offices and agencies.
- d. Language Proficiency:
Level III (Good Working Knowledge) Speaking/Reading Spanish is required. Level III (Good Working Knowledge) Speaking/Reading English is required.
- e. Job Knowledge:
Must know well all –streets and avenues locations as well as government offices in Panama City in order to direct drivers. Must know traffic rules, so as safety rules for small vehicles. Must have basic knowledge of vehicle maintenance. Must know how to prepare statistical reports.
- f. Skills and Abilities:
Must possess strong customer service skills. Must possess excellent driving skills and organizational skills. Must be able to work well with people of different ranks. Must be able to work under pressure. Must know how to prioritize. Must have a valid F type driver's license, a good driving record and at least five years as a licensed driver. Strong proficiency and comfort level with MS Office (Word, Excel, Outlook and Power Point) is required. Ability to quickly learn software applications appropriate to the position.

16. POSITION ELEMENTS

- a. Supervision Received:
From Motor Pool Supervisor and/or GSO Management (SGSO or AGSO). Routine assignments are done independently.
- b. Supervision Exercised:
This position will provide work guidance to ten (10) drivers, one (1) mechanic, one (1) messenger, and up to six (6) PSA limited drivers on a daily basis and supervision only when serving as the backup to the Motor Pool Supervisor.
- c. Available Guidelines:
Department of State policy and regulations, Post Motor pool policies, security guidelines, personnel handbook, and Panama traffic laws and regulations.
- d. Exercise of Judgment:
Must have ability to organize trip and work schedules. Decides priorities according to requests and attempts to use resources efficiently avoiding overtime. Must be able to negotiate effectively conflicting requests from embassy personnel for changes in trips and conflicting desires from chauffeurs for changes in work schedules.

- e. Authority to Make Commitments:
Limited to dispatching vehicles in Panama City surrounding areas per phone request or approved written requests. Limited to trip routes.
- f. Nature, Level, and Purpose of Contacts:
Interacts with Embassy's officers, motor pool staff, FSN employees & various members of the local community.
- g. Time Expected to Reach Full Performance Level:
One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of time

- a. Performs motor vehicle dispatching duties. Receives telephones and written requests for scheduled, assigned and as-needed transportation service, and dispatches chauffeurs and vehicles to meet these requests, utilizing priorities established by supervisor as necessary. Instructs chauffeurs as to the details of their assignments. Attends to drivers' needs, and solving minor requests controlling punctuality and assistance. Receives phone calls, e-mails for last minute needs. Assures that chauffeurs, messengers and Mechanic/Chauffeur are provided details of their assignments and their appearance complies with embassy's standards, so as the neat and serviceable condition of their vehicles. Prepares ICASS mileage reports for supervisor's analysis and approval.
45%
- b. Processes daily trip tickets, that is collect daily trip tickets from drivers, ensure that trip tickets are accurate and signed by passenger, calculate the mileage driven by each agency/section for each vehicle (motor pool, messenger, maintenance, mailroom, warehouse, MSG, DCM, Ambassador). Based on this information, create monthly mileage count/report for B&F. Credit card holder of an official government credit card with a \$3,000 per transaction purchase authority limit (\$50,000 monthly). Maintains up to date the bulk funding log for use of corridor cards paid with credit card. Serves as Travel arranger for Motor Pool staff.
30%
- c. Serves as safety driving instructor for Motor pool drivers as well as incidental embassy drivers. The course offered consists of a theory class followed by a driving test. Provides training to drivers on new procedures and technology used to provide services to the embassy. Manages PSA limited drivers, to include training and orientation, certification of time worked, and ensuring compliance with all embassy policies.
10%
- d. Other ad-hoc Motor pool responsibilities as assigned by the Motor pool Supervisor and/or GSO Management, such as serve as the backup to the Motor pool Supervisor, drive motor pool vehicle for VIP visits, etc.
10%
- e. Handles the day-to-day petty cash (up to \$200) of the Motor Pool Section.
5%