

**DISPATCHER (WAE) FSN-5/FP-9  
VACANCY ANNOUNCEMENT 16/07/39**

**MAJOR DUTIES AND RESPONSIBILITIES**

**85% of Time – Dispatch and Vehicle Assignments**

Schedules, assigns, and closes all vehicles requests received through the FMIS system and the MyServices service portal. Enters all data into the ICASS workload count database on a daily basis. Translates English instructions into Spanish as necessary. Checks frequently to make sure jobs are being done as requested. Schedules drivers for jobs on a fair and equitable basis. Prepares shuttle schedules and submits monthly bills to shuttle customers. Prepares the drivers' weekly schedule at least four weeks in advance. Initiates OF-108 daily vehicle use record form and assigns official vehicles to qualified self-drivers on a first come, first served basis. Maintains the Embassy Chauffeur and Incidental Driver databases to ensure accuracy and the most up to date information. Handles emergency transportation needs. Works closely with both Motor Pool Supervisor and drivers to maintain a good working atmosphere. Makes sure drivers perform daily checks of vehicles and complete vehicle reports. Schedules and maintains motor pool functions and prepares and submits monthly reports to the GSO. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with the Regional Security Office and Post Occupational Safety and Health Officer (POSHO).

**10% of Time – Reporting and Clerical Duties**

Immediately reports to the Motor Pool Supervisor, A/GSO and/or SGSO, and POSHO when an official vehicle is involved in any accident in which damage occurs to USG vehicle or property, and/or when any Motor Pool driver or self-driver of an official vehicle receives any traffic citation. Ensures a Vehicle Mishap Report is submitted to the POSHO within 24 hours after a reported incident. Prepares Time and Attendance Reports in the timekeeper's absence. Sends motor pool procurement requests to GSO via Ariba as required to support Motor Pool Operations.

**5% of Time – Other Duties as Assigned**