

**DISPATCHER FSN-5/FP-9
VACANCY ANNOUNCEMENT 16/05/22**

MAJOR DUTIES AND RESPONSIBILITIES

85% of Time

Schedules, assigns, and closes all vehicles requests received through in the FMIS system and the MyServices Service Portal. Enters all data into the 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 basis. Prepares shuttle schedules and submits monthly bills to the customers. Prepares the drivers' weekly schedule at least 4 weeks in advanced. Initiates OF-108 daily vehicle use record form and assigns vehicle to 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 in order to maintain a good working atmosphere. Makes sure drivers do daily checks of vehicles and that drivers complete the vehicle reports. Schedules and maintains motors pool functions, and prepares and submits monthly reports to the GSO. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with Regional Security Office.

10% of Time

Reports to the Motor Pool Supervisor as well as A/GSO or SGSO immediately when a vehicle is involved in any accident when damage occurs to USG vehicle or property, and if/when received by any driving citation. Ensure a Vehicle Mishap Report will be submitted within 24 hrs. after the reported incident. May be asked to prepare Time and Attendance Reports. Sends MP procurement requests through Ariba as required to support Motor Pool Operations.

5% of Time: Other duties as Assigned.