



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;">LOME, TOGO</p>	2. Agency <p style="text-align: center;">DEPARTMENT OF STATE</p>	3a. Position Number <p style="text-align: center;">357801-A52757</p>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) <u>A52757</u> , (Title) <u>Motor Pool Supervisor</u> (Series) <u>1005</u> (Grade) <u>06</u> <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <u>Vacancy announcement</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other	Motor Pool Supervisor, FSN 1005	8	AFRC:kmt	01-19-2016
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title)		7. Name of Employee <p style="text-align: center;">VACANT</p>		
8. Office/Section <p style="text-align: center;">American Embassy Lome, Togo</p>		a. First Subdivision <p style="text-align: center;">Management</p>		
b. Second Subdivision <p style="text-align: center;">GSO</p>		c. Third Subdivision <p style="text-align: center;">Motor Pool</p>		
9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">Vacant</p> Printed Name of Employee _____ Date (mm-dd-yyyy) _____		10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">Adjana Koudjou, GSO Assistant</p> Printed Name of Supervisor _____ Date (mm-dd-yyyy) <u>01/25/16</u>		
Employee Signature _____		Supervisor Signature _____		
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. <p style="text-align: center;">Jason Halleck, GSO</p> Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) <u>1/25/16</u>		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. <p style="text-align: center;">Audu M. Besmer, Management Officer</p> Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) <u>1/25/16</u>		
Chief or Agency Head Signature _____		Admin or HR Officer Signature _____		
13. Basic Function Of Position Under the supervision of the assistant to the General Services Officer, manages the Embassy's Motor Pool Operation by planning, directing, and coordinating the use and maintenance of mission motor vehicles and personnel to provide efficient transportation service to mission employees. Ensures safe and efficient vehicle operations in accordance with current Department policies and regulations. Supervises all motor pool personnel.				
14. Major Duties and Responsibilities <span style="float: right;">95 % of Time</span>				
- Plans, directs, coordinates and supervises the operation and maintenance of 21 Embassy motor vehicles, and 20 motor pool employees (17 chauffeurs, 2 auto mechanics and 1 dispatcher). - Spot-checks motor pool vehicles and procedures, reviews records and reports and takes necessary action to maintain and improve efficiency. - Establishes priorities for vehicle use, schedules for accomplishing periodic vehicle maintenance, and employee assignments and work schedules. - Coordinates maintenance and dispatching activities to ensure maximum availability of vehicles. - Conducts or directs driver safety and other training. (cont'd)				
(See Addendum 1)				
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15. Qualifications Required For Effective Performance

- a. Education  
Completion of two years of college is required. Possessing of valid category B drivers license is required.
  
- b. Prior Work Experience  
Three years of supervisory experience, including clerical, dispatcher, chauffeur, automotive maintenance, or other transportation-related experience is required.
  
- c. Post Entry Training  
Advanced Supervisory Training (classroom-based), Smith Driving Training, Contracting Officer Representative (COR) training (online).
  
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level III (good working knowledge) English and French ability is required.
  
- e. Job Knowledge  
Must have a good knowledge of automotive operation, safety, and maintenance practices. Must have extensive knowledge of Microsoft Word and Excel applications and be able to understand other unique fleet management software.
  
- f. Skills and Abilities  
Ability to deal tactfully with employees and colleagues.

16. Position Element

- a. Supervision Received  
Receives direct supervision from the GSO Assistant and indirect from the GSO.
  
- b. Supervision Exercised  
Supervises 20 motor pool employees: 17 chauffeurs, 2 auto mechanics, and 1 dispatcher.
  
- c. Available Guidelines  
Foreign Affairs Manuals (Department of State motor vehicle safety management).
  
- d. Exercise of Judgment  
Must be able to set priorities for vehicle use, recommend acquisition and disposal of vehicles to optimize Embassy fleet size, and set schedules for short-term, long-term, and preventative maintenance of all vehicles.
  
- e. Authority to Make Commitments  
As appropriate.
  
- f. Nature, Level, and Purpose of Contacts  
Heads of sections of the Embassy, the Deputy Chief of Mission and Ambassador regarding chauffeur and vehicle issues, and contacts with government border officials from Ghana, Togo, and Benin to facilitate the passage of the Embassy vehicles through international borders.
  
- g. Time Expected to Reach Full Performance Level  
One year.

**Addendum 1**

II - MAJOR DUTIES AND RESPONSIBILITIES (Cont'd)

- Develops a procedure that ensures safe vehicle operations and driver duty hours/rest periods schedules to comply with Department guidelines.
- Maintains records of each vehicle, including all trip, maintenance and fuel reports, all incident reports, and all registration and insurance records.
- Determines, in consultation with Automotive Mechanic, when contracting of specialized vehicle repairs should be recommended, and when retirement of vehicles should be recommended because of age, high maintenance costs, etc.
- Prepares reports on various aspects of motor vehicle operations and maintenance.
- Exercises first level supervision over seventeen (17) chauffeurs, two (2) auto mechanics, and one (1) dispatcher.
- Other duties as assigned 5%