



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post TIJUANA	2. Agency STATE	3a. Position Number 312812 A52711
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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 If yes, please provide position number: Base classification: 312812 A52711. IA:312812 A52701, 312812 A52710, 312812 A52707, 312812 A52205 and 312812 A52204

4. Reason for Submission

- a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- b. New Position _____
- c. Other (explain) Update of Position Description as SJD

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority HR/OE/PC	Chauffeur, FSN-1015	FSN-3	HR/OE/PC	July 12, 2019
b. Other WHA/EX/FRC	Chauffeur, 1015	FSN-3		11/18/2019
c. Proposed by Initiating Office				

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

13. Basic function of the position

The incumbent operates safely and efficiently an unarmored U.S. Government-owned or leased motor vehicle to transport passengers and/or cargo. Works as messenger as directed.

14. Major Duties and Responsibilities

_____ % of Time

Chauffeur Responsibilities:

80%

As one of several motor pool chauffeurs, receives work assignments from the GSO Motor Pool Supervisor, Motor Pool Dispatcher, or the GSO to transport State and/or other Agency personnel or cargo.

Operates Consulate vehicles in the transportation of official visitors in support of U.S. Government's official activities.

Assumes duty driver responsibility on a rotational basis. Incumbent may be required to make trips that require out-of-town stays.

Maintains vehicle in a clean and serviceable condition, to include cleaning the interior and exterior of the vehicle. Performs basic vehicle inspection in accordance with established schedules and policies.

Prepares trip reports, vehicle use and fuel logs. Estimates fuel consumption for trips.

Safeguards U.S. Government property and uses U.S. Government resources efficiently, including the fuel-efficient operation of vehicles.

May drive armored vehicles, as needed.

Messengers Responsibilities:

20%

To include mail, cargo, documents pickup and delivery, as assigned.

Handles cash up to \$1,000 and/or handle government fuel credit card for vehicle with \$300 limit.

Provides driver support for the Ambassador or DCM in the absence of their regularly-assigned chauffeurs, as directed.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

- a. Education
Completion of high school education is required.
- b. Prior Work Experience
At least three years of professional driving experience is required.
- c. Post Entry Training
Two days of SMITH System Defensive Training. Proper on-the-job training on procedures for filling out trip reports, daily logs, vehicle checks, etc. Four days of defensive driving training including the operation of an armored vehicle in DS. Renewed every five years.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
English level II (Limited knowledge) Reading/Writing/Speaking is required.
Spanish level III (Good Working Knowledge) Reading/Writing/Speaking is required.
- e. Job Knowledge



Must have a good working knowledge of the city and its environs, including driving routes and traffic patterns. Must be familiar with the location of hospitals, police and fire stations within the city and its immediate surroundings.

f. Skills and Abilities

Must hold a valid driver's license. Must have the ability to read maps and plan driving routes. Must have good verbal communication skills, and an ability to handle all persons with professionalism and discretion. Must be able to perform basic vehicle inspection and must possess intermediate level automotive maintenance skills. Must have basic computer skills to maintain reports and for communication purposes. Operates level C or D armored vehicle with defensive driving skills.

16. Position Element

a. Supervision Received

Motor Pool Supervisor

b. Supervision Exercised

NA.

c. Available Guidelines

6 FAM and 14 FAM regulations concerning the use of official vehicles; all relevant local and international standard driving laws and regulations; post guidelines on vehicular operations.

d. Exercise of Judgment

Good judgement about appropriate routes and alternatives. The need to prioritize safety over timeliness is central to the function and is a critical element in the position qualification criteria.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

The incumbent has regular contact with other post employees in connection with driving and other daily tasks. Contact with procurement agents in the General Services Office to facilitate the purchase of supplies, equipment, and repairs/maintenance of the official vehicle. Contact with customs and airport employees to facilitate the arrival and departure of the Consulate personnel and official visitors.

g. Time expected to Reach Full Performance Level

Three months.