

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		2. AGENCY			3a.	3a. POSITION NO.	
Bogota		Department of State					
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)			ide)	
b. New Position							
c. Other (explain)							
. CLASSIFICATION ACTION Position Title and Serie		es Code	Grade	Initials	Date		
a. Post Classification Authority	Motor Vehicle Service Technician			FSN-4		(mm-dd-yy)	
b. Other							
c. Proposed by Initiating Office							
6. Post Title Position (if different from official title) Driver/Maintenance Advisor			7. Name of Employee				
8. Office/Section Management Section (MGT)			a. First Subdivision General Service Office (GSO)				
b. Second Subdivision Motor Pool (MP)			c. Third Subdivision				
This is a complete and accurate description of the duties and responsibilities of my position.			10. This is a complete and accurate description of the duties and responsibilities of this position.				
Printed Name of Employee			Printed Name of Supervisor				
Signature of Employee Da		ate <i>(mm-dd-yyyy)</i>	Signature of Amer	Signature of American Supervisor Date (mm-dd-yyyy)			
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.			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.				
Printed Name of Chief or Agency Head			Printed Name of Admin or Human Resources Officer				
Signature of Chief or Agency Head Date (mm-dd-yy)			Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)				
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13. Basic Function Of Position

As Driver/Maintenance Advisor, drives the Embassy's armored vehicles, transporting employees and documents to all areas in the city and around the country. Chooses alternate routes for security reasons. Prepares and drives vehicles needing maintenance and repairs to the contractor shops. Reviews checklist of the ordered maintenance services and repairs to verify quality checks prior to return of vehicle to fleet operations. Keeps the Data Input Clerk informed of contracting shop performance, their adherence to existing and new government regulations, possible harm, threats, and the consequences related to the US Embassy fleet.

14. Major Duties And Responsibilities

% OF TIME

Maintenance Advisor 60%

Reports to the Data Input Clerk. Delivers vehicles to contract shops for required maintenance, supervising the maintenance and repair of the fleet, consisting of 128 vehicles authorized under the ICASS, Program and INL agreement, with the intention to keep these vehicles running efficiently, under safe conditions and in order to extend the life of the fleet. Requests quotations under instruction or guidance of the Data Input Clerk. Keeps tool box and equipment in secure location. Makes and prepares fleet vehicle inventory control on a monthly basis, thereby controlling all internal and external vehicle components. Completes small repairs in urgent and/or emergency situations to keep vehicles functional until more permanent repairs can be carried out.

Driver 30%

Receives work guidance from the Dispatcher. Transports Embassy employees and official documents around Bogota City and around the country on a daily basis with assigned vehicle. Temporarily, provides support services to VIP's and CODEL's as driver and mechanic when required. Reports to the Dispatcher on the general condition of the vehicle. Completes daily vehicle reports and makes written reports on accidents when required. Performs routine preventative maintenance, makes simple repairs on assigned vehicles and washes assigned vehicle when needed. Assists couriers in the performance of their duties.

Other Duties 10%

Serves as back-up for position A52732. Performs office work, if required, using computer software systems. Performs other basic duties related to Motor Pool operations, as required. Other duties as assigned

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 primary school is required.

b. Prior Work Experience:

Two years of full experience working as a chauffeur in commercial services plus two additional years in general automotive mechanical repair experience is required.

c. Post Entry Training:

On-the-job training: Orientation to post and Government policy

PA453 Ethics Orientation for New Locally Employed Staff.

EX251 Annual Counterintelligence Awareness Training for Uncleared Americans and LE Staff.

SMITH System training course

c. Language Proficiency:

English Language is not required. Spanish Language level 3 is required.

d. Knowledge:

Must have full journeyman automotive mechanic trade knowledge, skills and abilities.

Must have good knowledge of the city and surrounding areas.

Knowledge of the spare parts local market is required.

f. Skills and Abilities:

Must have excellent driving skills and the ability to drive government owned vehicles.

Must possess a valid local driver's license category C2.

Basic knowledge in Microsoft Word, Excel and Outlook is required.

16. Position Elements

a. Supervision Received:

Reports directly to Data Input Clerk (A52707). Receives work guidance from Motor Pool Supervisor (N52755), dispatcher and receives oversight from de A/GSO.

b. Available Guidelines:

Instructions of Data Input Clerk, Dispatcher, Motor Pool Supervisor and A/GSO.

c. Exercise of Judgment:

Must be able to deal effectively with routine traffic challenges in Bogota. Must be able to change routes if necessary and to make decisions as to the safety and operability of Embassy vehicles. Exercise judgment in diagnosing extent and nature of repair work needed, and in determining whether parts are required.

d. Authority to Make Commitments:

None.

e. Nature, Level and Purpose of Contacts:

Daily basic job-related contact with American and Colombian employees. Basic contact with shop contractors and other providers.

f. Supervision Exercised:

None.

g. Time required to perform full range of duties after entry into the position:

Six (6) months.

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