



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number
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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

4. Reason For Submission

a. Redescription of duties: This position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position

c. Other (explain) New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Automotive Mechanic/Chauffeur FSN 1020-04	04		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee
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8. Office/Section General Services Office	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee Date(mm-dd-yy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor Date(mm-dd-yy)

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.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)

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.

Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. Basic Function Of Position

Provides both schedule and unscheduled maintenance and repair work for official Embassy vehicles belonging to agencies at post paying for such services under ICASS. Operates and maintains assigned motor vehicle(s) in a clean and serviceable condition, and maintains vehicle-usage/fuel purchase/maintenance records. Serves as dispatcher for USG official vehicles.

14. Major Duties And Responsibilities _____ % OF TIME

(See attached sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required. Completion vocational training or apprenticeship in journeyman automotive skills is required.

b. Prior Work Experience

Two years of full journeyman automotive mechanical experience is required. Two years of driving experience is required. Experience may be combined.

c. Post Entry Training

Safe Driving and SHEM Safety training.

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) Speaking/Reading/Writing English is required.

e. Job Knowledge

Must have full journeyman automotive mechanic trade knowledge. Must be familiar with local traffic laws and area traffic patterns. Must have knowledge of Safety and Health Environmental Management (SHEM) safety guidance.

f. Skills and Abilities

Must hold a valid local driver's license – Class AB, to operate all types of vehicles. Must have mechanical ability to identify vehicle malfunctions. Ability to deal effectively with American and local personnel.

16. Position Element

a. Supervision Received

The incumbent reports to the FSN GSO Assistant or his designee, and works closely with the second Automotive Mechanic/Chauffeur position and the Automotive Mechanic/Dispatcher.

b. Supervision Exercised

Other GSO employees may be assigned to work with the incumbent on an as needed basis.

c. Available Guidelines

Vehicle maintenance manuals, local written and manual instructions, established procedures and morning briefings.

d. Exercise of Judgment

Determines deadlines and priorities of routine assignments. After determining nature of vehicle malfunction, exercises judgment on type of repair needed and if repair could be done in-house or at local repair shop. Makes decisions on replacement parts. Determine route to efficiently complete driving assignments.

e. Authority To Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Contacts with embassy personnel and local businesses such as retail stores, auto mechanic shops, etc.

g. Time Expected to Reach Full Performance Level

1 Year.

AUTOMOTIVE MECHANIC**50% OF TIME**

Develops schedule for regular maintenance of vehicles, performing a comprehensive diagnostic evaluation of each vehicle's condition. This work should be performed on each vehicle, no less frequently than every eight weeks, and at least one vehicle must be evaluated each week. Standard mechanical maintenance in these checks shall include:

- A. Check all fluid levels, change oil filters.
- B. Check condition of tires, brakes, transmission, clutch, lights, wipers, shocks, steering, fuel filter, and all aspects of the vehicle exterior and interior condition.
- C. Reports all findings to the GSO, in written form, and maintains all replaced parts so that the GSO can confirm that parts were replaced.
- D. Perform minor gas (oxygen and acetylene gas) and electrical (arc) welding;

Coordinates dispatching of motor pool vehicles, including general management of 5 drivers, assignments of drivers to vehicles, scheduling of vehicles for official use, and maintaining an assignments log. Ensures that all drivers maintain safe, courteous and defensive driving behavior.

Maintains records for each vehicle on monthly oil and fuel consumption, maintenance costs, and accident reports. Prepares monthly reports on vehicle fuel efficiency.

Performs unscheduled maintenance/repair on motor pool vehicles as required, working closely with the FSN GSO or his designee. Is present on-site when a vehicle has to be towed. In the event that the incumbent is unable to perform very highly skilled engine overhauls or body works, he shall obtain written quotes for the required repairs. Final authorization for the repairs will be made by the FSN GSO, or his designee.

Maintains appropriate inventory, and all inventory records, of automotive parts and tools, working closely with the Storekeeper and the FSN GSO. Ensures overall shop organization and cleanliness. Maintains shop safety practices at all times.

Additionally, the mechanic is expected to perform casual labor as required by the GSO section, including the movement of furniture or supplies, storm shutters installation, and general cleaning and setting-up for official events and other tasks related to being a member of the GSO team.

CHAUFFEUR**50% OF TIME**

Performs driving assignments for GSO motor pool, determining the most advantageous route to ensure a safely and timely arrival at assigned destinations. If required, a flexible schedule may be established to accommodate special needs of the Embassy/USG.

Maintains all assigned vehicles in clean and serviceable condition. This general maintenance includes (but is not limited to): 1) Thorough cleaning of the vehicle (inside and outside) on a weekly basis or more often as needed; 2) Performing routine vehicle condition checks at the start of the day to ensure vehicles are operational and road-worthy. This includes checking condition of tires, lights, wipers, fuel level and performing radiator and oil checks. Incumbent also ensures that spare tires, tools, other safety accessories are available. 3) Inspecting vehicles for any defects or mechanical problems which would require the attention of an automotive mechanic; (Any such defects or mechanical problems must be included in the vehicle reports.) 4) Ensuring that the vehicles are scheduled for preventative maintenance; 5) Completes vehicle usage/fuel purchase/daily vehicle maintenance reports as required.

Reports immediately any automobile accident and prepares accident report as required.

Performs messenger/courier duties including the delivery of official correspondence or invitations to GOB officials and ensuring receipts are signed for when required. Carries out other important errands, pays local vendors and performs small petty cash purchases for the Office. Incumbent makes himself available to chauffeur any FSO, USG equipment, TDY'er and VIP visitors at all times, except during scheduled vacations or on days when he is specifically released in accordance with the weekly schedule normally to be provided in advance. Incumbent must observe all traffic laws and drive defensively. Must maintain excellent driving record, be familiar with Belize's road system, and must maintain a neat, clean, courteous, punctual and helpful disposition at all times.

Incumbent may be required to perform casual labor or other administrative duties as may be required by the GSO section.

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.