



15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary School is required.

b. Prior Work Experience

Two years of chauffeur or other appropriate driving experience is required.

c. Post Entry Training

On-the-job training. State Department/Diplomatic Security/at Post Safe Driving Course.

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

Familiarity with local traffic laws and area traffic patterns is required. Must have some knowledge of the Safety and Health Environmental Management (SHEM) safety regulations.

f. Skills and Abilities

A valid Class AB driver's license is required in order to operate Mission vehicles. Ability to identify vehicle malfunctions is required. Ability to deal effectively with American and local personnel is required. In accordance with U.S. government regulations, a medical physical examination is required for all Chauffeur positions commencing at the start of employment and continues every two (2) years thereafter.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the General Services Officer. May receive instructions/guidance from the Automotive Mechanic/Dispatcher and/or Management Officer.

b. Supervision Exercised

None.

c. Available Guidelines

6 FAM 1940, Local written and oral instructions, established procedures, and briefings received from supervisors.

d. Exercise of Judgment

Incumbent must exercise good judgment in determining the safest route for efficiently completing assignments.

e. Authority To Make Commitments

Incumbent has the authority to determine the importance of work assignments in order to prioritize assigned tasks and to determine the most advantageous route to ensure a safe and timely arrival at assigned destinations.

f. Nature, Level, and Purpose of Contacts

Incumbent makes contact with various members of the Embassy staff and staff of other agencies when delivering oral and written messages. Incumbent makes frequent contact with members of the public service such as in retail stores, utility companies or bank tellers.

g. Time Expected to Reach Full Performance Level

Six months.

## **14. Major Duties And Responsibilities (Continue)**

### **Chauffeur**

**90% OF THE TIME**

Incumbent is responsible for the safe transport of passengers and cargo. Incumbent must observe all traffic laws and drive defensively, must maintain an excellent driving record, be familiar with the country's road system, and must maintain a neat, clean, courteous, punctual, and helpful disposition at all times.

Incumbent performs messenger/courier duties including the delivery of official correspondence and ensures receipts are signed for when required, including the delivery of invitations to GOB officials. Incumbent carries out other important errands, pays local vendors and performs small petty cash purchases for the Office. Incumbent makes himself available to chauffeur any embassy employees, USG equipment, TDY'er and VIP visitors at all times.

Incumbent performs the daily school run by picking up from the residences, eligible family members of FS Officers, and taking them to their respective schools. This entails adhering to school schedules and adapting to any changes in regular school schedules. This also entails making provisions when the students are dropped off at the residence and there is no-one at home.

Incumbent is responsible for general maintenance and minor repair of assigned vehicle(s), including, but not limited to: thorough cleaning of vehicle (inside and out) on a weekly basis or more often as needed, daily vehicle condition checks as outlined on the back of the Daily Vehicle Usage Report, inspection for defects and/or mechanical problems requiring the attention of the Automotive Mechanic (which must be reported in writing on the Daily Vehicle Usage Report).

Incumbent is required to immediately report any automobile accident and prepare an accident report. Incumbent is also responsible for the accurate maintenance of the Daily Vehicle Usage Report, including the completion of mileage and/or fuel purchase records for each trip taken.

### **Designated Money Holder**

**5% OF THE TIME**

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.

### **Other Duties**

**5% OF THE TIME**

Additionally, all Drivers/Chauffeurs are expected to perform casual labor as required by the GSO section, including the movement of furniture or supplies, and other tasks related to being a member of the GSO team.