

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;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	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) Fill a vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Dispatcher, FSN-1010	4		
b. Other				
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>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">Management Office</p>
b. Second Subdivision <p style="text-align: center;">General Service Office (GSO)</p>	c. Third Subdivision <p style="text-align: center;">Motorpool</p>

9. 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.
Yalli Samake, Motorpool supervisor	Yalli Samake, Motorpool supervisor
Printed Name of Employee Date (mm-dd-yyyy)	Printed Name of Supervisor Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature
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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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head Date (mm-dd-yyyy)	Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy)

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Controls and coordinates the use of motor vehicles and drives to provide efficient transportation services to GSO and other USG personnel. Manages automotive gasoline operation which includes receiving, disbursing, accounting, reporting and reordering. Ensures that efficient transportation is provided to mission ersonnel to carry out official duties. Also provides transportation services for travel upcountry, VIPs and CODEL.

14. Major Duties and Responsibilities 100 % of Time

Scheduling and supervision (45%)

A. Develops schedule for embassy fleet of 20????? vehicles in transporting Embassy staff and other authorized persons within city, and to the airport, based on transportation requests and previous vehicle usage.

B. Manages schedules of 33??? drivers

C. Schedules transportaion for special up-country trips for embassy staff, CODELs, VIPs and TDYers. Selectes drivers and vehicles appropriate for the destination and passengers.

D. Instructs drivers on mission policies pertaining to motor vehicle operations and ensures that they are adhering to these policies.

E. Inspects to ensure that drivers have washed and cleaned vehicles inside and outside.

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school education is required.

b. Prior Work Experience

Two years Chauffeur experience is required.

c. Post Entry Training

Three months training by the motor pool supervisor

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
English Level 2 (limited knowledge) writing and speaking and French Level 3 (good working knowledge) speaking/reading/writing required.

e. Job Knowledge

Must be familiar with local traffic laws and traffic patterns.

f. Skills and Abilities

Must be firm and fair in dealing with scheduling of drivers and must be flexible and ready to work under pressure. Must have a current valid driver's license.

16. Position Element

a. Supervision Received

Motor pool supervisor

b. Supervision Exercised

None

c. Available Guidelines

Mission policy guidelines on official and non official transportation. Government of Cote d'Ivoire (GOCI) regulations, verbal and written instructions from supervisor.

d. Exercise of Judgment

In measuring gasoline levels and making monthly reports

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Gasoline producing companies, LE Staff employees and American employees.

g. Time Expected to Reach Full Performance Level

Three months.

Addendum 1

- F. Observes drivers's appearance to ensure that their uniforms are clean and wrinkle-free.
- G. Inspects daily vehicle usage report to ensure that passengers have signed for all trips.
- H. Ensures that driver respond to transportation requests in a timely manner.

2. GASOLINE DISTRIBUTION AND ACCOUNTABILITY (30%)

- A. Disburses and records distribution of gasoline between the hours of 6:00 a.m and 6:00 p.m daily.
- B. Measures reserves in underground tanks daily and keeps reading in a log book.
- C. Submits request to purchase gasoline when tank is half full.
- D. Oversees and records gasoline delivery process.
- E. Prepares semi-annual fule consumption reports.

3. REPORTS (25%)

- A. Responsible for line time and attendance sheets of drivers, both regular duty and overtime.
- B. Completes monthly mileage report for all agencies
- C. Prepares accident report and forward them to the motorpool supervisor. Reports damages to vehicles to the GSO Mechanics.
- D. Prepares daily vehicle usage reports.
- E. Informs Motorpool Supervisor of any irregularities.
- F. Provides coverage for switchboard when GSO is closed on week-ends, holidays and between 7:00 am and 7:00 pm during the week.

4. OTHER DUTIES AS ASSIGNED