

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama	2. AGENCY STATE	3a. POSITION NO. A52735 (PSA)
--------------------------	---------------------------	---

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No All drivers positions

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) To reflect current duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Chauffeur, 1015	FSN-3	JG	09/19/04
b. Other				
c. Proposed by Initiating Office GSO	Chauffeur, 1015	FSN-3		

6. POST TITLE POSITION (if different from official title) Chauffeur	7. NAME OF EMPLOYEE
---	----------------------------

8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
---	--

b. Second Subdivision General Services Office	c. Third Subdivision Motorpool
--	-----------------------------------

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.
<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.
<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION
Drives Embassy's vehicle with American officers & FSN employees as well as visitors within the city area and to other provinces when requested. Performs daily inspection and cleaning of the assigned vehicle. Serves as back up dispatcher as needed during dispatcher absences and during lunch time.

14. MAJOR DUTIES AND RESPONSIBILITIES **85 % OF TIME**

1. Drives diplomatic officers and official visitors to different locations in Panama, surrounding areas and/or provinces following DOS safety guidelines, avoiding dangerous areas and reporting accidents to supervisor as they occur. Acts as shuttle driver on a rotational basis if required. Inspects assigned vehicle daily for: tire pressure, tools, gasoline, oil & fluid levels, physical damage, water/coolant level, seat belt sign, extinguisher and first aid kit. Keeps vehicle in clean and serviceable condition, arranging for repairs of flat tires. Maintains daily trip tickets. Helps passengers/visitors/procurement agents with heavy boxes with supplies and other items in them.

(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of primary school is required.
- b. Prior Work Experience:
Three years experience as a chauffeur is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take driving skills training and SHEM Training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level II (Limited Knowledge) Speaking/Reading English. Level III (Good Working Knowledge) Speaking/Reading Spanish.
- e. Job Knowledges:
Good knowledge of streets and avenues, as well as government offices in Panama City is required. Good knowledge of highways, obeying safety driving rules is required. Must know basic vehicle maintenance. Must be able to take instructions over the phone and pass information to customers and drivers.
- f. Skills, and Abilities:
Must be able to safely drive sedans and when needed vans & trucks. Must possess a valid commercial driver's license. Must have a 20/20 or corrected to 20/20 vision. Must possess excellent interpersonal skills.

16. POSITION ELEMENTS

- a. Supervision Received:
Supervised by Motorpool Supervisor.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Instructions received from the dispatcher for routine and time.
- d. Exercise of Judgement::
Maximum as it relates to driving. Must use judgement of which safe and fastest routes to take when an emergency arises.
- e. Authority to Make Commitments:
Limited to trip routes, advising dispatcher of the changes.
- f. Nature, Level, and Purpose of Contacts:
Secretaries and clerks at GOP Offices. Customs clerks at airport. High ranking officers from/to Embassy offices, co-workers and FSNs from all levels.
- g. Time Expected to Reach Full Performance Level:
One year.

Continuation

14. Major Duties and Responsibilities

10%

2. Picks up & delivers official documents, correspondence & publications within the Embassy as well as to locations in Panama City. Meets VIP visitors at the airport and assists them with their luggage. Helps passengers to load/unload baggage and other items from vehicle. Responsible for gas coupons and toll cards to use in the Corredor Norte or Corredor Sur.

3. Acts as back up for the Dispatcher during his absences and lunch time.

5%

