

## **Major Duties and Responsibilities**

### **Supervision: 65%**

Directly supervises 3 Motor Pool Mechanics and 3 Dispatchers. Second level supervisor for 42 full time drivers. Act as a leader to all Motorpool staff. Conduct spot check on drivers and provide in-house training on standards and customer service. Responsible for DriveCam and Smith System programs in post. Coaches Motorpool drivers for Drivecam. Supervises incidental drivers in post and their related training needs. Point person on VIP motor pool needs. Supervises Performance Evaluation Reports and timekeeping functions of all motor pool staff.

### **Fleet Management: 35%**

Directly responsible for the management of over 80 vehicles in the motor pool, including light and heavy armored vehicles, all terrain utility vehicles and passenger vehicles. Oversees inventory of all vehicles and vehicle records including registration and importation documents, procurement documents, fuel consumption and mileage, maintenance schedules, repairs and vehicle replacement records. Coordinates new vehicle acquisitions in accordance with standardization and USG regulations, and recommends vehicles for disposal. Prepare all required reports on various aspects of motor vehicles operations and maintenance as required by the GSO, including Mishap reporting. Provides guidance to Facilities Maintenance, GSO Housing/Shipping, and other sections that use motor pool. Assign vehicles to these sections and provide guidance to ensure their compliance with motor pool vehicle policies.