

ATTACHMENT I – STATEMENT OF WORK

Position Title: Driver / General Services Assistant

Work Hours: Part Time

Basic Function of Position:

Under the coordination and guidance of the General Services Manager (GSM) and the supervision of the Director of Management and Operations (DMO) , a driver is responsible for the safe operation of Peace Corps vehicles, upkeep of paperwork associated with driving duties, and continual readiness of the vehicles. A Driver/General Services Assistant performs other assigned duties when not driving, including office upkeep and manual labor. A Driver/General Services Assistant also participates as appropriate in assuring the safety and security of trainees and Volunteers.

Major Duties and Responsibilities:

Include, but are not limited to, the following:

- Drive Peace Corps Montenegro and Albania staff members, trainees, and Volunteers as assigned, both locally and long distances including out of the country if necessary.
- Follow overall Peace Corps and US Embassy policies on safe driving.
- Follow specific Peace Corps policies concerning transport of appropriate individuals and appropriate uses for Peace Corps vehicles.
- Follow the regulations posted in each vehicle regarding operations.
- Keep abreast of and obey traffic laws of Montenegro and Albania.
- Maintain daily vehicle usage reports on distances driven and fuel consumption.
- Conduct daily maintenance checks of Peace Corps vehicles, keep vehicles in clean and serviceable condition, and perform preventative maintenance and repairs as needed.
- Inform the GSM when vehicles need service or repairs.
- Inform the DMO and the GSM in writing of any accidents and obtain police report as required by law.
- Ensures that each vehicle contains an emergency kit (flares, etc.)
- Ensures the mandatory use of seatbelts is adhered to by all occupants of a PC vehicle
- Ensures that their vehicles have well maintained bad weather gear, tow rope, hooks, spare tire and equipment to change a tire.
- Ensures that the vehicle has a first aid kit.
- Operates all PC vehicles safely at all times.
- Assist the General Services Manager with logistics as required.
- Assist with moving equipment or supplies as needed.
- Assist with conference set up and break down.
- General maintenance on office as needed.
- Assist Peace Corps staff members with implementation of safety and security practices and procedures.
- Performs other duties as assigned by Director of Management, Country Director (CD), Director of Programming and Training (DPT) and the General Services Manager, the General Services Assistant, and the TEFL Program Manager who is based in Montenegro as required.

EXPERIENCE REQUIREMENT AND QUALIFICATIONS:

- High school Diploma.
- A valid Montenegrin Category B driver's license.

- Minimum 3 years of professional driving experience is required, preferred experience driving for international organizations.
- Knowledge of local and international routes required to travel both in Montenegro and Albania. Knowledgeable of locations of businesses, schools, government offices, etc., in Podgorica and in other parts of the country preferred.
- Basic knowledge of Speaking/Reading/Writing English.
- Fluent knowledge of Montenegrin language is required.
- Knowledge of basic automotive mechanics is preferred (to be able to note and describe irregularities to mechanics, and address emergency situations).
- Ability to work a regular Monday-Friday schedule with occasional evening and weekend hours. Available to respond to emergencies at late hours in the evening or early mornings.

Position Elements:

- *Supervision Received:* Supervised directly by the Director of Management and Operations and guided by the General Services Manager. For new, difficult, or unusual tasks, supervisor gives directions on objectives and suggested procedures. A driver is expected to take the initiative to meet established deadlines and document and communicate procedures to the Peace Corps office.
- *Supervision Exercised:* None directly.
- *Available Guidelines:* Approved Post policies and practices, Peace Corps Manual, Foreign Affairs Manual, Federal and State Department regulations, DMO, CD, DPT and Peace Corps Washington, Local Labor Law.
- *Exercise of Judgment:* Broad exercises of judgment within the confines of job responsibilities
- *Authority to Make Commitments:* The driver is expected to research, negotiate, and suggest commitments within the confines of the job responsibilities. The Director of Management and Operations gives final authorization.
- *Nature, Level and Purpose of Contacts:* Coordinates with General Services Manager for logistics guidance, vendors within the purview of job duties, and other staff members as needed for performance of job.

Vehicle Operations:

- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time.
- Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

Safety and Security

Per Manual Section 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.