

| | | | |
|-----------------------------|---|----------------------|--|
| Job Title: | Driver/Mechanic | | |
| Division: | Fuel Marking Division | Salary Scale: | |
| Job Classification : | Transportation and Vehicle Maintenance | Salary Range: | |
| Reports to: | Head, Amin/HR Division | | |
| Purpose: | To provide support in relation to the transportation and vehicle mechanical service requirements of the Agency. | | |
| Key Output: | Effective and efficient transportation and vehicle maintenance services. | | |
| Main Duties: | <ul style="list-style-type: none"> • Transport personnel, equipment and materials to assigned destinations; • Comply with all Traffic laws/regulations in the execution of duties and tasks; • Troubleshoot, and carry out basic repairs, servicing, etc., to the Agency's fleet of vehicles; • Maintain the Agency's vehicles in roadworthy condition; • Maintain accurate records of all journeys undertaken, fuel, lubricants purchased etc. (as provided for in vehicle log books); • Report any accidents, defects, incidents, damage, etc. with regard to the assigned vehicle(s); • Render assistance to personnel as instructed; • Maintain inventory of tools and accessories related to the assigned vehicle(s); • Discuss recommendations for improvements and repairs to the Agency's vehicle(s) with the Head of Division; • Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative. | | |
| Key Competencies: | <ul style="list-style-type: none"> • Possess a valid driver's licence (Car/Bus competent); • Competence in operation of automatic and manual vehicle transmissions; • Knowledge of vehicle mechanics and maintenance requirements; • Reliable and productive; and • Ability to execute instructions. | | |
| Qualifications: | <ol style="list-style-type: none"> 1. Minimum of three (3) subjects CXC (English & Mathematics compulsory). 2. Experience in vehicle repair and maintenance. | | |