

Job Title	DRIVER/MECHANIC
Division	Human Resources and Administration
Location	Head Office
Salary Band	One (1)
Objective	<p>To drive automobiles or other vehicles to transport the Commission's personnel or visitors on official business, to deliver correspondence or supplies on behalf of the Commission, and to ensure that all Commission's vehicles are serviceable.</p> <p>To conduct routine operational checks related to maintenance and repair of automobiles such as inspection, testing, cleaning, lubrication, and repair or replacement of defective parts</p>
Main Responsibilities	<ol style="list-style-type: none"> 1. Picks up staff at authorized place; transports them to desired locations; determines optional routing, considering such factors as safety, timeliness and road conditions 2. Keeps vehicles clean and reports deficiencies 3. Performs preventative maintenance such as maintaining proper fuel, oil, water levels and pressures; attends to minor repair requirements and co-ordinates/purchases parts or supplies; verifies completion of major repairs and overseas major repair work 4. Maintains vehicle logbook. 5. Schedule maintenance and repairs of vehicles in a timely fashion. 6. Ensures that purchase orders are prepared and submitted for each procurement of fuel. 7. Performs miscellaneous errands (i.e. acts as a courier etc.) as directed
Working and reporting relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Manager, Human Resources & Administration • Transport Officer <p>Working relationships (internal):</p> <ul style="list-style-type: none"> • Managers and senior staff <p>Working relationships (external):</p> <ul style="list-style-type: none"> • Visitors
Job specifications	<p>Qualifications: Must have at least a sound primary education. Possesses a clean driver's license authorising him/her to drive the relevant vehicles.</p> <p>Experience and Knowledge: He/she must have a minimum of five (5) years driving experience, and</p>

	<p>must have a basic understanding of the operation and maintenance of automobiles. He/she must be aware of basic protocol procedures, the Guyanese transportation network and basic traffic regulations and have defensive driving skills.</p> <p>Personal characteristics: He/she should be able to greet and look after the Commission's guests and senior staff. He/she must demonstrate due care and diligence in the use of the Commission's fleet.</p>
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