

JOB TITLE: DRIVER/MECHANIC

JOB ID: T0460

Old JOB Number: 0

REPORTS TO: ADMINISTRATIVE OFFICER

Date revised: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To drive and monitor vehicles.

KEY OUTPUTS:

- Transportation of people, material and equipment.
- A proper functioning vehicle.

RANGE OF ACTIVITIES:

- Drive motor vehicles.
- Effects general repairs and maintains vehicle.
- Responsible for care and security of necessary tools and equipment.
- Keeps a log book reflecting details of vehicle operation.
- Ensure that the vehicles are serviced in a timely and efficient manner.
- To perform any other related duties for the smooth functioning of the organisation.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Valid Driver's licence. The job holder must be a proficient mechanic with at least three (3) years experience in general maintenance and motor repairs.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent will work under instruction of a controlling office. However, decisions on the type of repairs reached if there is a breakdown is made by the incumbent. He/she will use judgement to determine priority of request for use of vehicle. The impact of a wrong decision being made can cause the lost of life or limb.

RESOURCE MANAGEMENT:

- The job holder is responsible for the proper use of the vehicle.

COMMUNICATIONS: The Driver/Mechanic will need to communicate with supervisor, the person(s) whom he drives to various places and also members of the public.

WORKING CONDITIONS: The incumbent may be involved in an accident. He/she may be injured while carrying out maintenance work on the vehicle. Working environment is one that is open to risk.

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