



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	DRIVER/OPERATOR	LOCATION:	HEAD OFFICE
REPORTS TO:	MECHANIC FOREMAN	GRADE:	03
DEPARTMENT:	-	SECTION:	

SUMMARY STATEMENT Responsible for the safe transport of tools, materials and employees within the Corporation and performing other support duties as assigned by the Supervisor.

D U T I E S R E Q U I R E D	T O F U L F I L L	J O B R E S P O N S I B I L I T I E S	<p>DESCRIPTION OF DUTIES:</p> <p>DRIVES assigned vehicle in a safe manner to deliver tools, materials and staff members to/from project site and other locations as assigned.</p> <p>ENSURES that materials and/or equipment being transported are properly secured by means of blocks, rope etc.</p> <p>COMPLIES with Road Traffic rules and regulations to ensure the safety of passengers, materials, equipment, and other road users when undertaking assignments.</p> <p>REPORTS promptly any traffic accidents or vehicle malfunctions.</p> <p>MAINTAINS records of vehicle utilization, gasoline and oil consumption servicing, repairs and odometer readings.</p> <p>ENSURES that all items assigned to the vehicle i.e., jack, spare wheel, wheel spanner, tools, cleaning materials are properly handed over.</p> <p>ASSISTS with loading and unloading of tools, materials, equipment, and general supplies, ensuring that they are safely handled.</p> <p>CONDUCTS daily routine inspection to vehicle such as oil, fuel, water levels, bulbs, and tire pressure.</p> <p>ENSURES that the vehicle is properly maintained and kept in a clean and tidy condition by submitting it for regular scheduled maintenance inspection.</p> <p>ENSURES that no unauthorized use is made of the vehicle.</p>
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The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

QUALIFICATIONS PROFILE

JOB TITLE: Driver/Operator		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Primary education and vocational training leading to some certification in Motor Mechanics. Ability to coordinate activities spanning several locations.
2	EXPERIENCE/ JOB KNOWLEDGE	At least three (3) years adult experience in driving manual and automatic vehicles; knowledge of a body of rules relating to traffic laws in Guyana.
3	TECHNICAL/ PROFESSIONAL	Coordinates routine vehicle maintenance and conducts simple transactions. Maintains vehicle usage schedule and preventative maintenance schedules.
4	PROBLEM SOLVING /DECISION MAKING	Normal range of activities which are related to carrying out instructions. Problems related to a limited variety of skills. Decisions are elementary and are related to carrying out instructions.
5	INTERPERSONAL	The interpersonal contacts are with staff, members of the public, where information is requested or provided.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for the safe transport of employees, tools and materials within the Corporation and performing other support duties as assigned by the Supervisor/Foreman .
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Checks fuel, oil and water levels and ensures that vehicle is in proper working condition. Collects staff with or without tools and materials and transports them to desired locations. Maintains vehicle usage schedule and maintenance schedule.
8	TEAMWORK	Supports the team by operating a vehicle to transport staff and supplies in a safe manner. Must pay attention to priorities and deadlines. Courtesy required.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The incumbent is exposed to some hazards in traffic. Physical conditions generally comfortable. Ordinary hearing and vision beyond six (6) meters with depth perception. May be required to use protective clothing.
LICENCES: VEHICLE		