



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

|                    |                         |                  |                    |
|--------------------|-------------------------|------------------|--------------------|
| <b>JOB TITLE:</b>  | <b>DRIVER/OPERATOR</b>  | <b>LOCATION:</b> | <b>HEAD OFFICE</b> |
| <b>REPORTS TO:</b> | <b>MECHANIC FOREMAN</b> | <b>GRADE:</b>    |                    |
| <b>DEPARTMENT:</b> | -                       | <b>SECTION:</b>  |                    |

**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.

|   |  |   |   |
|---|--|---|---|
| <b>D<br/>U<br/>T<br/>I<br/>E<br/>S<br/><br/>R<br/>E<br/>Q<br/>U<br/>I<br/>R<br/>E<br/>D</b> | <b>T<br/>O<br/>F<br/>U<br/>L<br/>F<br/>I<br/>L<br/>L</b> | <b>J<br/>O<br/>B<br/><br/>R<br/>E<br/>S<br/>P<br/>O<br/>N<br/>S<br/>I<br/>B<br/>I<br/>L<br/>I<br/>T<br/>I<br/>E<br/>S</b> | <p><b>DESCRIPTION OF DUTIES:</b></p> <p><b>DRIVES</b> assigned vehicle in a safe manner to deliver tools, materials and staff members to/from project site and other locations as assigned.</p> <p><b>ENSURES</b> that materials and/or equipment being transported are properly secured by means of blocks, rope etc.</p> <p><b>COMPLIES</b> with Road Traffic rules and regulations to ensure the safety of passengers, materials, equipment, and other road users when undertaking assignments.</p> <p><b>REPORTS</b> promptly any traffic accidents or vehicle malfunctions.</p> <p><b>MAINTAINS</b> records of vehicle utilization, gasoline and oil consumption servicing, repairs and odometer readings.</p> <p><b>ENSURES</b> that all items assigned to the vehicle i.e., jack, spare wheel, wheel spanner, tools, cleaning materials are properly handed over.</p> <p><b>ASSISTS</b> with loading and unloading of tools, materials, equipment, and general supplies, ensuring that they are safely handled.</p> <p><b>CONDUCTS</b> daily routine inspection to vehicle such as oil, fuel, water levels, bulbs, and tire pressure.</p> <p><b>ENSURES</b> that the vehicle is properly maintained and kept in a clean and tidy condition by submitting it for regular scheduled maintenance inspection.</p> <p><b>ENSURES</b> that no unauthorized use is made of the vehicle.</p> |
|---|--|---|---|

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

| <b>JOB TITLE: Driver/Operator</b> |  |  |
|-----------------------------------|--|--|
| <b>FACTORS</b>                    |  | <b>SUBSTANTIATING DATA</b>   |
| <b>1</b>                          | <b>EDUCATION</b>   | Primary education and vocational training leading to some certification in Motor Mechanics. Ability to coordinate activities spanning several locations.   |
| <b>2</b>                          | <b>EXPERIENCE/<br/>JOB KNOWLEDGE</b>                     | 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.   |
| <b>3</b>                          | <b>TECHNICAL/<br/>PROFESSIONAL</b>                       | Coordinates routine vehicle maintenance and conducts simple transactions. Maintains vehicle usage schedule and preventative maintenance schedules.   |
| <b>4</b>                          | <b>PROBLEM<br/>SOLVING<br/>/DECISION<br/>MAKING</b>      | 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.   |
| <b>5</b>                          | <b>INTERPERSONAL</b>                                     | The interpersonal contacts are with staff, members of the public, where information is requested or provided.  |
| <b>6</b>                          | <b>RESPONSIBILITY<br/>FOR MATERIALS,<br/>CASH, ETC</b>   | Responsible for the safe transport of employees, tools and materials within the Corporation and performing other support duties as assigned by the <b>Supervisor/Foreman</b> .   |
| <b>7</b>                          | <b>PROCEDURES/<br/>REGULATIONS/<br/>COMPLIANCE</b>       | 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. |
| <b>8</b>                          | <b>TEAMWORK</b>  | 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.  |
| <b>9</b>                          | <b>WORKING<br/>ENVIRONMENT/<br/>SAFETY OF<br/>OTHERS</b> | 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.                               |