

## QUALIFICATIONS PROFILE

<b>JOB TITLE: Driver</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/ 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/ PROFESSIONAL</b>	Coordinates routine vehicle maintenance and conducts simple transactions. Maintains vehicle usage schedule and preventative maintenance schedules.
<b>4</b>	<b>PROBLEM SOLVING /DECISION 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 general public, where information is requested or provided.
<b>6</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for the safe transport of employee's tools and materials within the Corporation and performing other support duties as assigned by the <b>Supervisor</b> .
<b>7</b>	<b>PROCEDURES/ REGULATIONS/ 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 ENVIRONMENT/ SAFETY OF 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.
<b>LICENCES: VEHICLE</b>		