



## **DRIVER (LEVEL 2)**

**Basic Salary: \$1,272,269.00 – \$1,711,060.00 per annum.**

### **JOB PURPOSE:**

Under the direct supervision of the Senior Director, Zonal Operations, or Regional Manager, the incumbent is responsible for ensuring that the vehicle assigned is always roadworthy and properly maintained; undertaking general transportation assignments; preparing reports and maintaining records on the operations of the vehicle.

### **KEY RESPONSIBILITY AREAS:**

#### **Management/Administrative**

1. Ensures that the vehicle assigned is always roadworthy and properly maintained by:
  - Checking the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oil, water, brake fluid, tires including the spare tire, and other accessories are adequate and /or in good working condition.
  - Reporting any defect, deficiencies, shortages, or damage identified, to the dispatching officer, orally or in writing as required.
  - Checking License, Certificate of Fitness, and Insurance Documents to determine expiry dates and advising the Senior Director, Zonal Operations/Regional Manager, or Senior Director, Infrastructure, Facilities, and Documentation whenever such dates are close, for necessary action.
  - Ensures that the vehicle is washed and the interior is clean
2. Undertakes general driving assignments as directed by:
  - Receiving instructions concerning the destination and purpose of the assignment and any other pertinent information from the dispatching person in the Zone/Region
  - Obtaining and signing for fuel and oil where necessary
  - Transporting officers and other authorized persons, equipment, materials, mail, or any other item as directed.
  - Assists passengers in getting in and out of the vehicle when necessary and offering other courtesies as necessary.
3. Prepares reports and maintains records on the operation of the vehicle by:
  - Completing the Daily Assignment Record, as prescribed
  - Completing the Daily Motor Vehicle Logbook
  - Preparing reports detailing circumstances of any accident in which the vehicle may be involved, promptly.

### **Required Competencies:**

The post-holder will be able to demonstrate:

#### **Technical**

- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- Ability to deal effectively and patiently with others.
- Ability to operate a motor vehicle (especially 4x4 motor vehicles)

- Good Interpersonal skills
- Knowledge of basic automotive maintenance procedures
- Ability to understand and follow oral and written instructions.
- Ability to lift weights.
- Pleasant personality

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- At least 4 CXC subjects
- Holder of a valid (general) driver's license (7000 kgs).
- Training in defensive driving would be an asset

Applications along with résumés should be submitted no later than **Friday, March 31, 2023 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

*We thank all persons who express an interest; however, only short-listed applicants will be contacted.*