



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

The island's disaster management agency is seeking an individual to join its team in the capacity of:

Driver/Operator

JOB PURPOSE

Under the supervision of the Administrator, is responsible for undertaking general transportation/haulage assignments using pickup trucks as well as trucks not exceeding 10 tons; (ensuring timely and adequate maintenance of the vehicles; maintaining the vehicle's daily assignments record log book, and compiling reports concerning the operations of the vehicle), when required by the Administrator. Reporting promptly, details of any accidents in which the vehicle may be involved.

CORE FUNCTIONS

- Maintaining the fleet vehicles in immaculate conditions at all time.
- Checking of vehicle before use to ensure proper functioning
- Provide written reports on vehicles that are defective or have developed mechanical problems.
- Inspect vehicles to ensure that repairs are properly done;
- Ensuring that the vehicles are licensed and certified as road-worthy at all times.
- Timely pickup of officers and equipment for assignments.
- Proper management and maintenance of daily assignment log book.
- Exercise proper fuel management practices.
- Promptly report all accidents to the relevant authorities.
- Effects minor mechanical repairs to vehicle as required.
- Ensuring the security and safe-keeping the vehicles, accessories and tools
- Monitor relief supplies and other items that are being transported.

REQUIRED SKILLS & COMPETENCIES

CORE COMPETENCIES:

- Oral and written communication skills
- Customer service skills
- The ability to work as part of a team
- Sound ethical standards and values

FUNCTIONAL COMPETENCIES:

- The ability to operate a motor vehicle
- Possession of a general (Open) Driver's License
- Geographical knowledge of Jamaica
- Knowledge of the use and maintenance of a gas card
- Basic mechanical skills would be an asset.
- The ability to understand and carry out instructions
- Be available for twenty-four hour standby during normal operations and emergencies

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Grade nine level education or equivalent
- At least three (3) years experience of driving trucks/vans.
- Experience/knowledge of vehicle maintenance and repairs.

Application must be submitted in writing along with a detailed resume no later than November 13, 2018 to the: -

*Director of Human Resource Management
ODPEM
2 – 4 Haining Road
Kingston 5*

We thank all applicants, however only shortlisted candidates will be contacted.