

ENVIRONMENTAL PROTECTION AGENCY



Job Description

Job Title: Assistant – Vehicle Maintenance
Reports to: Admin Officer
Division: Administration
Overall objective: To assign and maintain vehicles in order to ensure the Agency's business is carried out on schedule in an effective and efficient manner and within the established budget.

Duties and responsibilities:

The Assistant – Vehicle Maintenance will be responsible for:

1. Providing recommendations as they relate to the acquisition of vehicles.
2. Analyzing maintenance costs and making recommendations on the Agency's fleet operation and replacement.
3. Maintaining accurate and up-to-date records of the Agency's fleet (inventory, usage, etc).
4. Developing maintenance budget.
5. Negotiating service agreements to ensure cost efficiencies.
6. Assisting in managing of drivers to ensure assigned jobs are completed.
7. Ensuring daily vehicle inspections are conducted by drivers before leaving the compound.
8. Reporting and dealing with all vehicular issues.
9. Ensuring the Licensing/renewals for all vehicles.
10. Ensuring that all drivers are fully trained to operate winches and can do some basic mechanical checks and repairs, especially when they are in the field.
11. Monitoring of fuel usage of all vehicles, log books and signage.
12. Any other related duties that may be assigned by the Executive Director, or any other duly authorized individual from time to time.

Requirements:

- The incumbent should possess a minimum of a Diploma in Mechanical Engineering or a related field with at least three years experience in a similar capacity.
- Advanced computer skills in Microsoft Office
- The holder of a valid driver's license for all classes of vehicles
- Should have at least three (3) years driving experience

Communication, influence and motivation

He/she must be able to maintain good relationships with staff of the EPA and members of the public. Additionally, the following are necessary for the position:

- Excellent oral and written communication skills.
- An understanding of finance and accounting for budgetary purposes.
- Negotiating skills.
- Have an exceptional understanding of vehicle systems and technology.