

ENVIRONMENTAL PROTECTION AGENCY



Job Description

Job Title:	Driver
Reports to:	Administrative Officer
Division:	Administrative
Overall objective:	To drive more than one of the Agency's vehicles, transporting people, materials and equipment.

Duties and Responsibilities

- Driving one or more motor vehicles – jeep, van or car in a careful and courteous manner.
- Transports officers, materials and equipment.
- Cares, maintains and services vehicles.
- Records details of journey undertaken in log book provided by the Agency.
- Takes regular inventory of tools and accessories assigned.
- Delivers, collects mails.
- Performs any other related duties assigned from time-to-time.

Job Specification

- Sound Secondary education and must be the holder of a valid driver's license for all classes of vehicles
- Should have at least three (3) years driving experience
- Experience driving in the hinterland trails of Guyana
- Recent Police Clearance is required

Working Hours:

- Monday-Thursday (08:00 h – 12:00 h & 13:00 h – 16:30 h)
- Fridays (08:00h – 12:00 h & 13:00 h – 15:30 h)