



# Government of the Co-operative Republic of Guyana

## Environmental Protection Agency



<b>Document Name:</b>	Job Description Form	<b>Revision Date:</b>	13/02/2023	<b>Document Code:</b>	EPAJDF-23-01
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<b>Job Title:</b>	Driver	<b>Job Code:</b>	A-Dr
<b>Department/Unit:</b>	Administrative - Corporate Operations and Services Division	<b>Position Type:</b>	Full Time____ Part Time ____ Contractor____ Intern____
<b>Location:</b>	Head Office – Georgetown	<b>Scale Grade:</b>	EP-3
<b>Reporting To:</b>	Logistic and Health and Safety Coordinator		
<b>Supervises:</b>	NA		

Overall Objective
To drive and maintain the Agency's vehicles to transport people, materials and equipment.
Duties and Responsibilities
<ol style="list-style-type: none"><li>1. To drive one or more motor vehicles – jeep, van or car in a safe and defensive manner.</li><li>2. To transport officers, materials and equipment.</li><li>3. To care, maintain and service assigned vehicles.</li><li>4. To record details of all assignments undertaken in the log books provided by the Agency.</li><li>5. To take regular inventory of tools and accessories assigned.</li><li>6. To deliver, collect mail, quotations or related documents.</li><li>7. To maintain courteous manner in relating to staff and passengers.</li><li>8. To perform any other related duties assigned from time-to-time.</li></ol>
Requirements
<b>Qualifications and Work Experience:</b> <ul style="list-style-type: none"><li>▪ Sound Secondary education and must be the holder of a valid driver's licence for motor car, motor van and minibus.</li><li>▪ Must be able to drive manual vehicle and should have at least three (3) years driving experience.</li><li>▪ Experience driving in the hinterland trails of Guyana.</li></ul> <b>Competencies:</b> <ul style="list-style-type: none"><li>▪ Should always be well presented.</li><li>▪ Courteous, pleasant and respectful disposition in-keeping with approved workplace decorum.</li><li>▪ Should always be cognizant of his/her use of language, voice level, actions and body language in the work environment and self-aware of public impression.</li><li>▪ Should always exercise care in execution of his/her duties to preserve the assets of the Agency.</li></ul>