



Government of the Co-operative Republic of Guyana
Environmental Protection Agency



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

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