

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	OPS – 003
Job Title:	Driver/Expeditor
Location:	Regional Office
Department:	Operations
Reports to:	Regional Manager
Supervises:	No supervisory responsibilities
Purpose:	To provide transportation and administrative support services in support of the Company's operations.

MAIN DUTIES AND RESPONSIBILITIES:

- To drive assigned vehicle to convey materials, equipment, documents, staff, etc. from one location to another, as directed.
- To comply with the Road Traffic rules and regulations to ensure the safety of passengers, materials, equipment and other road users when undertaking assignments.
- To ensure that materials/equipment being transported is properly secured by means of blocks, rope etc. in the vehicle.
- To assist in the loading and unloading of the vehicle.
- To carryout daily inspections to vehicle including tyres, lights, brake lights, oil and water levels, battery and tools and report to supervisor all defects observed.
- To perform minor repairs/servicing, including the changing of tyres, bulbs, fuses and installing lights as required.
- To assist in ensuring that the vehicle is serviced according to schedule.
- To maintain the vehicle's logbook ensuring that all journeys undertaken, repairs/servicing done, fuel and oil consumed, etc. are properly recorded.
- To ensure that no unauthorized use is made of the vehicle.

- To perform other related duties and responsibilities consistent with the purpose and level of the post.

QUALIFICATIONS AND EXPERIENCE:

- Secondary Education.
- A valid driver's license for the class of vehicle.
- Five (5) years driving experience including the use of a manual transmission vehicle

SKILLS/ABILITIES:

- To be able to successfully pass an annual driving assessment