

Ref #:A002



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DRIVER/COURIER

JOB SUMMARY: The incumbent is required to provide reliable and safe driving services for the transportation of personnel and/or materials/equipment and to perform messenger duties such as collecting and delivering mail, documents, stores and other supplies. Duties also include the routine maintenance of the vehicle and operating standard office equipment.

REPORTS TO: Designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Drives vehicle to transport personnel to/from office meetings, seminars, workshops and functions and collects and delivers mail, equipment, furniture, office supplies and other items
- Cleans vehicle and checks for essentials such as gas, oil and water and tyre pressure and makes entries in log book concerning trips, purpose of same, mileage, fuel and any delays occurring on road.
- Performs minor emergency repairs to vehicle on road but reports to a supervisor any major defects in equipment.
- Assists in the loading and unloading of vehicle when necessary .
- Performs routine tasks related to activities carried out by field staff.
- Performs office support duties such as operating standard office equipment such as photocopiers, scanners, facsimile machines.
- Collects, sorts and distributes incoming and outgoing mail office supplies, packages and other material and records in register as necessary.
- Performs any other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- KNOWLEDGE:**
- Knowledge of the principles of automotive operations sufficient to detect defects in operations.
 - Knowledge of Trinidad and Tobago road network and locations of Government