



**CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
JOB DESCRIPTION**

Position Title: Maintenance Assistant/Driver

Division/Department: Office of the Executive Director/Human Resources and Administration

Reports To: The Human Resources and Administrative Manager

Direct Reports: N/A

Date Revised: January 2018

1.0 FUNCTIONAL RELATIONSHIP

Reports to the Human Resources and Administration Manager. Collaborates with the Executive Assistant and other staff of the CU.

2.0 SUMMARY

The incumbent will be required to provide transportation services, assist with general office tasks, provide basic office maintenance services and ensure that the Agency's vehicles are properly maintained.

3.0 DUTIES

- 3.1 Provides transportation services for the Executive Director and office staff on business as required.
- 3.2 Provides transportation for visiting officials as required;
- 3.3 Meets the Executive Director and visiting officials at the airport and provides any protocol assistance as required;
- 3.4 Maintains a record of vehicle usage including mileage, gas purchases and consumption;
- 3.5 Ensures that the Agency's vehicles are properly maintained at all times inclusive of regular servicing, oil-change etc;
- 3.6 Ensures that the appropriate actions are taken and regulations observed in the event of an accident (insurance and police reports);
- 3.7 Conducts banking transactions for the Agency as directed;
- 3.8 Maintains a record of deliveries;
- 3.9 Purchases supplies and other items required for office use as directed;

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- 3.10 Collects mail from and delivers mail to the Post Office or by hand to local offices;
- 3.11 Assists in duplicating, photocopying, collating and binding documents and reports as required;
- 3.12 Assists in preparing materials to be dispatched including preparation of envelopes and packages;
- 3.13 Ensures that the office equipment (photocopier, fax machine etc) and electric installations are in proper working order and reports any problems identified in a timely manner;
- 3.14 Assists with moving and lifting office furniture, supplies and other items as necessary.
- 3.15 Provides minor maintenance support;
- 3.16 Participates in the response activities of the Agency as required;
- 3.17 Performs such other job-related duties as may be assigned from time to time by the Human Resources and Administrative Manager or any duly authorized officer.

4.0 CONDITIONS

- 4.1 Must be physically fit to work indoors and outdoors under various types of weather conditions;
- 4.2 Occasionally required to handle confidential documents, bulky packages and heavy equipment;
- 4.3 Required to observe provisions of Staff Rules and Regulations in force;
- 4.4 May be required to work outside of regular office hours from time to time.

5.0 EVALUATION CRITERIA

- 5.1 The safe and professional transportation of staff, officials and visitors;
- 5.2 The timely delivery of mail and other correspondence;
- 5.3 Timely completion of assigned tasks;
- 5.4 Quality of documents reproduced and collated;
- 5.5 The operational readiness and physical appearance of the Agency's vehicles;
- 5.6 Demonstrated ability, commitment and initiative on the job;
- 5.7 Compliance with the Agency's administrative policies and procedures.

6.0 QUALIFICATIONS AND EXPERIENCES

- 6.1 At least completion of primary school education;
- 6.2 At least 3 years' experience in a similar position;
- 6.3 Possession of valid driver's license;
- 6.4 Must possess a safe driving record.

7.0 REQUIRED COMPETENCIES

- 7.1 Knowledge of current local traffic laws;
- 7.2 Good communication skills;
- 7.3 Basic computer literacy;
- 7.4 Appreciation of workplace diversity.

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