

Environmental Protection Agency



Job Description

Job Title: Driver
Reports to: Administrative Officer
Overall objective: To drive more than one of the Agency's vehicles, transporting people, materials and equipment.

Duties and Responsibilities

1. Driving one or more motor vehicles – jeep, van or car in a careful and courteous manner
2. Transports officers, materials and equipment
3. Cares, maintains and services vehicles
4. Records details of journey undertaken in log book provided by the Agency
5. Takes regular inventory of tools and accessories assigned
6. Delivers, collects mails
7. Performs any other related duties assigned from time-to-time.

Job Specification

Sound Secondary education and must be the holder of a valid driver's license for all classes of vehicles

Should have at least three (3) years driving experience

Experience driving in the hinterland trails of Guyana

Recent Police Clearance is required