

### Heavy Vehicles Driver

<b>Department:</b>	Technical Services	<b>Working Hours:</b>	Mondays to Fridays, 07hr to 16hr, and Saturdays, 07hr to 12hr
<b>Reporting to:</b>	Maintenance Supervisor	<b>Type of Position:</b>	Full-Time and Permanent

#### Minimum Qualification and Experience:

1. At least Primary Education
2. 2 years' experience in a similar post
3. A valid driving licence for heavy vehicles 3.5T and above

#### Main Duties:

1. Open and close company premises, if required, and as directed by Head of Department
2. Load and unload material, tools and equipment, as required
3. Housekeeping tasks
4. Assist in Attendant's duties in the absence of the latter, or as and when required
5. Collect and dispatch correspondences, as required
6. To maintain the company premises neat and tidy, as and when required
7. Dispose of waste material, if required
8. Drive and operate refuse collection lorries and other vehicles involved in refuse collection as well as any other vehicle of the company
9. To ensure that all company vehicles are in good running condition
10. Carry out simple checks of company vehicles on regular basis including:
  - (i) Checking of radiator or overflow tank for water level and filling up with water, if necessary
  - (ii) Checking of engine oil level and topping up, if necessary, and reporting to the Head of Dept on any unusual oil consumption
  - (iii) Testing and cleaning fuel pump and carburettor
  - (iv) Checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary
  - (v) Checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and abnormal / uneven wear
  - (vi) Keeping engine compartment free of dirt, oil or grease
  - (vii) Carry out preventive basic servicing of company vehicles
  - (viii) Washing and Cleaning of company vehicles' body, underbody and interiors
  - (ix) Checking of battery electrolyte level and topping up, as and when required
  - (x) Checking of all lights, horns, wipers, brake and clutch to ensure that they are in good working condition

11. To conduct daily checks of company vehicles after daily use by staff and arrange for appointments for washing of vehicles, as required
12. To report on any defect observed to the Head of Dept, and take the vehicle for repair / to workshops, as instructed by the latter
13. To keep a logbook and record issue of fuel, all movements, tyres and battery changes
14. To attend to minor repairs, such as cleaning of spark plugs, replacing of fuse / bulbs, changing of tyres, and making arrangements for mending of punctures in the event of breakdown on the road
15. To help, where required, the mechanic when the vehicle under his charge breaks down and has to be towed or repaired on the spot
16. To ensure that renewals of fitness certification, payment of insurance policy and road tax, and related formalities are done on time
17. To drive company vehicles for purposes of obtaining fitness certificates
18. To drive and assist staff for official errands
19. To drive staff to the nearest hospital in case of injury at work, and assist them as required
20. Run errands for office, as required
21. Assist in Store, as required
22. To attend to general duties on school sites, as well as in office with the Supervisory team, if required
23. To carry out manual repairs work and painting work around the office areas, as well as general maintenance work
24. Use ICT in the performance of above duties
25. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri- Facilities

**Documents to be mandatorily submitted alongside the application form (copies only):**

1. Copy of Primary Education certificate
2. Copy of driving licence

*\*Non-submission of above documents will lead to the disqualification of the candidate from the recruitment exercise*

**Salary:**

Negotiable