



## CAREER OPPORTUNITY

### Mechanical Operator/Driver (Level 3) – Clarendon & Kingston

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the above-mentioned positions.

#### **QUALIFICATION AND EXPERIENCE:-**

- School leavers certificate or its equivalent
- Open general drivers license
- At least three (3) years driving experience
- Possession of trailer license would be an asset

#### **SKILL REQUIREMENTS: -**

- Good knowledge of the roads of Jamaica.
- Basic knowledge of auto mechanics.
- Good inter-personal skills.
- Good oral and written communication skills
- Good time management skills.
- Be multi-skilled

#### **PRINCIPAL DUTIES**

- Operate some or all of the following – cars, heavy equipment such as a Front-end Loaders, Backhoes, Low Boy, Trucks, Graders, Tractors with Trailers (Articulated), Motor Graders.
- Conduct routine vehicle checks.
- Operate vehicles which are properly serviced with valid fitness test and valid insurance.
- Maintain copies of service records and other documents.
- Submit gas receipts and travel claims for payment in accordance with the Agency's policies and procedures.
- Transport Agency's personnel to stipulated destinations safely and within set time frames
- Perform other related duties as assigned.

Applications should be submitted no later than  
**Tuesday, June 25, 2019** and addressed to:

Manager, Personnel and Industrial Relations  
National Works Agency  
140 Maxfield Avenue, Kingston 10  
Or

Application can be sent via email to:  
**Recruitment@nwa.gov.jm**

The Agency thanks all applicants. Only individuals short listed will be contacted.