



NATIONAL ROADS AUTHORITY

JOB DESCRIPTION

Job Title: Transport & Maintenance Operator
Grade O: CI \$36,600 - \$ 49,260
Team: Fleet

Job Holder:
Reports to: Fleet Technician

1. JOB PURPOSE

Loading and transporting equipment and / or other devices to worksites in order to ensure their readiness and availability when required.

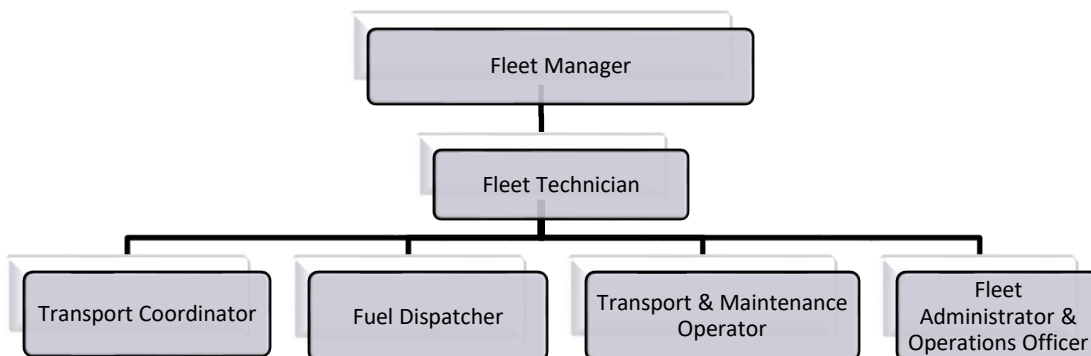
2. DIMENSIONS

The Fleet Management service primarily supports the work of the Engineering and Operations Division and overall comprises approximately 55 vehicles, 30 Heavy Equipment Machines and 70 other equipment currently valued at approximately CI\$4,050,189.

3. PRINCIPAL ACCOUNTABILITIES

1. Loading and delivering equipment, tooling and support items to worksites as required and / or directed
2. Assisting with or performing minor mechanical repairs and maintenance as required and / or directed
3. Assist in work shop as required and / or directed

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for planning, design, construction and maintenance of all Government roads, car parks and other assigned projects. In this regards, the major responsibilities include planning, design, budgeting, construction, maintenance and cost efficiency of these projects.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

- Possess and maintains a valid Group 4 Drivers License.
- At least five (5) years relevant practical experience in a similar Fleet-type environment.
- Reasonable level of proficiency in mechanical repairs.
- Possess a high level of flexibility, dexterity and strength as the work is quite physical.
- Possess the ability to operate all types of vehicles and mobile heavy equipment within the fleet and / or be willing and able to do the same.

Competencies

Delivering a Continually Improving Service – Is able to link the daily work of the team to overall service objectives and deliver continually improving results.

Communicating – Ensures people are kept informed and encouraged to express constructive views and opinions.

Making Informed Decisions – Ensures decisions are linked to operational objectives and improvement.

Working Together – Works well with colleagues in the team and the service to get things done and contributes to a positive team spirit.

7. ASSIGNMENT AND PLANNING OF WORK

- The job holder is expected to work in conjunction and under the direction of the Fleet Controller and must exhibit sound and accurate judgment, support and explain reasoning for decisions, include appropriate people in decision-making process and make timely decisions.
- Within the post holder's capability and / or qualifications, responds to assigned field related equipment maintenance and service calls.
- At the discretion and direction of the Fleet Controller, any other duties for which the post holder is suitably and reasonably qualified and / or experienced to perform.
- This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job.

8. SUPERVISION OF OTHERS AND WORKING RELATIONSHIPS

N/A, but subject to change as required.

9. OTHER WORKING RELATIONSHIPS

Must have good command of the English language and inter personal relation skills. Post holder will be expected to interface with managers, superintendents, co-workers and the public.

10. DECISION MAKING AUTHORITY AND CONTROLS

The Transport & Maintenance Officer makes technical and independent decisions regarding equipment loading and delivery while ensuring that he does not exceed his level of authority.

All decisions and actions must be within safety rules and standards and according with OSHA, NRA Policy, ASE, and the Public Servants Code of Conduct.

11. PROBLEM / KEY FEATURES

One of the challenges of the job holder's position is the allocation of his/her time between various responsibilities. This requires firm assessment of the day to day priorities along with the ability to operate flexibly to accommodate urgent priority requests.

12. WORKING CONDITIONS

The workshop is subjected to noise and fumes. There is exposure to dust, and when in the field, to adverse weather conditions.

Job Description approved by: _____ **Date:** _____

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____