



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION: DRIVER/MECHANIC**

**REPORTING TO: TRANSPORT OFFICER**

**SALARY SCALE: BAND 2**

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The holder of the post is required to operate NDIA's vehicles

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#### **Key duties and Responsibilities:**

- operates light vehicles (e.g. car, van, pickup);
- keeps a log book by recording quantities of fuel and oil used and particulars of all journeys undertaken;
- does minor repairs/maintenance to vehicle;

#### **Requirements:**

The job holder must have a valid driver's license to operate Pickups and Mini Bus along with five (5) years' experience operating same.

#### **Supervisory Responsibility**

This job holder will not be responsible for supervising any personnel.

#### **Work Environment**

While performing the duties of this job, the employee regularly works in the field setting.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively. The job holder may be required to work outside this timeline as the need arises

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