



**NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**  
**JOB DESCRIPTION**

**POSITION: PUMP ATTENDANT**

**REPORTING TO: CIVIL ENGINEER**

**BAND: 3**

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**Key responsibilities:**

- Conducts daily checks on Bulk Fuel tanks and pumps to ensure safety and security.
- Run fuel pumps and fill fuel tanks of vehicles and machines with gasoline or diesel fuel to particular levels.
- Measure and record the amount of fuel on a daily basis in order to keep an accurate account of fuel stored.
- Ensure that Log Books and fuel requisitions for receipt and delivery of fuel are properly written up and signed off.

**Qualifications and Experience:**

- Minimum of three (3) CSEC subjects including Mathematics and English. Ability to read and write and make simple factual reports
- Must be friendly and helpful, responsible and reliable and able to understand and carry out instructions;

**Work Environment**

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

**Position Type/Expected Hours of Work**

This is a full-time position and working hours are on based on a shift system.