



## CAREER OPPORTUNITY

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

### **Mechanical Operator/Driver (Level 3) – Manchester**

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

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

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

- Good knowledge of the roads of Jamaica.
- Basic knowledge of auto mechanics.
- Good inter-personal skills.
- Oral and written communication skills
- Time management skills.

#### **PRINCIPAL DUTIES**

- Operate some or all of the following – cars, heavy equipment such as Front-end Loaders, Backhoes, Low Boy, Trucks, Graders, Tractors with Trailers (Articulated), Motor Graders.
- Conduct routine vehicle checks.
- Operate vehicles which are properly serviced, valid fitness test and insurance renewed.
- 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 time frames
- Perform other related duties as assigned.

Applications should be submitted no later than  
**Tuesday, March 08, 2022 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](mailto:recruitment@nwa.gov.jm)

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