



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Assistant Transport Officer
JOB GRADE:	(GMG/AM 2)
POST NUMBER:	
DIVISION:	Corporate Services
UNIT:	Transport/Fleet Management
REPORTS TO:	Transport Manager
ACCOUNTABLE TO:	Director, Corporate Services
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE:

The Assistant Transport Officer is responsible to assist the Transportation Manager in the oversight and maintenance of the fleet of vehicles for the Ministry of Science, Energy, Telecommunications and Transport (MSETT).

The Assistant Transport Officer will work closely with the Transport Manager to ensure safe, effective, efficient and responsive service delivery within the Ministry

KEY OUTPUTS:

- Vehicle Records maintained- Daily Assignment Log, Defects Log Book etc.
- Vehicle Maintenance Schedule monitored
- Malfunctioning vehicles reported
- All Toll Accounts maintained
- Fuel Cards managed;
- Oriented/trained Drivers
- Reports prepared
- Route Maps Recommended
- Safe work practices promoted
- Recommendations for safety procedures

KEY RESPONSIBILITIES**A. Technical /Professional**

- Recommends route maps to ensure efficiency in the mail delivery process
- Assists in the maintenance of Daily Assignment Log Book and Defects Log Book;

- Assists in the maintenance of vehicle records, including Registration Certificates, Certificates of Fitness, Insurance Policies, Inspection Schedules/Service Schedule ;
- Keep track of Maintenance Schedules for vehicles and initiates procedures to have the vehicles serviced in a timely manner;
- Assists the Transport Manager with ongoing orientation, training and evaluation of drivers and report any concerns to the Manager for necessary action;
- Provides input to the development and implementation of transport policies and strategies to improve operations.
- Assists in the management of reporting and investigation of vehicles involved in accidents.
- Advises the Transport Manager of malfunctioning vehicles
- Assists in fuel management;

B. Management/Administrative

- Manages the operations of the Unit during absence of the Transport Manager
- Assists in the preparation of quarterly Motor Vehicle Operational Efficiency Reports (fuel and mileage).
- Participates in the formulation/development of the Strategic/Corporate Plans and Budget for the Unit;
- Assists in the preparation of Operational Plans and Work Plans for the Unit;
- Participates in monthly, quarterly, annual performance review and reporting meetings for the Unit/Division;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Unit;
- Assists in the preparation highway toll reports and assist in the preparation

of payment for toll Accounts.

C. Other Responsibilities:

- Any other duties as assigned from time to time.

PERFORMANCE STANDARDS:

- Records for vehicles are up- to- date and accurate and in keeping with Government of Jamaica Policies and Procedures;
- Fuel accounts managed according to guidelines and procedures and in an appropriate manner;
- Reporting process for vehicles involved in accidents managed;
- Investigations conducted in a timely manner;
- Malfunctioning vehicles reported promptly for necessary action
- Drivers are oriented and kept aware of administrative procedures pertinent to the Transport and Security Unit.
- Meaningful contribution is made in the development of strategies and plans to improve operation
- Route Maps recommended to ensure efficiency
- Operations of the Unit are satisfactorily managed during absence of the Transport Manager.
- Reports requested are prepared contains accurate information and submitted in a timely.

INTERNAL AND EXTERNAL CONTACTS (*specify purpose of significant contacts*):

Internal Contact (Title)	Purpose of Communication
Transport Manager	Obtain advice, receive directives, and guidance, information regarding portfolio, and provide feedback.
Drivers and Staff	Instructions, information, working relationships

External Contact	Purpose of Communication
Ministries, Agencies, Private Sector	Mail collection and delivery, logistic support
Island Traffic Authority	Update of Fleet Documents
Tax Administration Jamaica	Update of Fleet Documents
Ministry of Finance and the Public Service	Received information/guidance/policies

REQUIRED COMPETENCIES (*Core and technical to be specified*):

Core

- Good interpersonal skills
- Good oral communication skills
- Good planning and organizing skills
- Team work
- Integrity
- Initiative
- Customer and Quality focus
- Ability to remain calm and courteous in all conditions

Technical

- Be aware of the Government of Jamaica Transport legislation and procedures to ensure compliance;
- Mechanical Knowledge
- Operational knowledge of policies and procedures in relation to the transportation function

- Knowledge of the Unit's/Division's Administrative Policies and Procedures
- Computer skills with knowledge of Microsoft Office Suite
- Sound knowledge of data and record keeping

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Associate Degree in Business/Public Administration or equivalent from an accredited institution;
- At least three (3) years' experience in a similar position in the public or private sector.

SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Required to work beyond normal working hours, whenever the need arises;
- May be required to work on weekends;
- Must have a valid Driver's License

AUTHORITY:

- To call emergency services in relation to motor vehicles and access doors.

WORKING CONDITIONS

- Normal office conditions;