



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  TRANSPORT ASSISTANT	<b>2. DIVISION –</b>  <div><input type="checkbox"/> SANGRE GRANDE HOSPITAL</div> <div><input type="checkbox"/> ST. ANDREW/ST. DAVID</div> <div><input type="checkbox"/> NARIVA/MAYARO</div>	<b>3. DEPARTMENT</b>  OPERATIONS
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Transport Assistant will report to the Manager-Hospital Administration at the Sangre Grande Hospital and the Area Administrative Officer at the County, and has a dual reporting relationship to the Fleet Coordinator in the performance of his/her duties.	<b>5. NATURE &amp; SCOPE</b>  The Transport Assistant will be responsible for monitoring the use of automotive equipment and the supervision of Motor Vehicle Drivers as well as arranging for the repair and maintenance of the fleet.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Transport Assistant:  <div><input type="checkbox"/> Coordinates and monitors the daily transportation requirements of the health care institution and or administrative office.</div> <div><input type="checkbox"/> Monitors daily vehicle usage to ensure they comply with road safety standards and to avoid any disruption in services.</div> <div><input type="checkbox"/> Organizes, plans and executes for transport for vehicles to obtain annual inspection and the required permits and road fitness licenses.</div> <div><input type="checkbox"/> Performs routine preventative maintenance, repair and emergency repair work on vehicles such as oil changes, brake overhauls, wheel replacement, electrical repairs, tires and maintaining automatic transmission.</div> <div><input type="checkbox"/> Supervises any required repair services to vehicles in workshops or garages of agents; test vehicles after repairs and prior to return to service.</div> <div><input type="checkbox"/> Establishes and maintains proper records management for the fleet; check time cards, daily log slips and material reports; and prepare requisitions for supplies for maintenance for vehicles.</div> <div><input type="checkbox"/> Collaborates with Fleet Coordinator in the inspection of vehicles involved in accidents and prepares reports as required.</div> <div><input type="checkbox"/> Ensures that all Motor Vehicle Drivers comply with transport-regulated policies and legislation.</div> <div><input type="checkbox"/> Assists with the coordination of emergency transportation requirements.</div> <div><input type="checkbox"/> Performs any other related work as required by the appropriate Authority.</div>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>  <div><input type="checkbox"/> Knowledge of transport operations and techniques.</div> <div><input type="checkbox"/> Knowledge of the automotive mechanic trade.</div> <div><input type="checkbox"/> Knowledge of the standard tools, equipment and materials employed in an automotive repair shop.</div> <div><input type="checkbox"/> Good supervisory and leadership skills.</div> <div><input type="checkbox"/> Good conflict management skills.</div> <div><input type="checkbox"/> Ability to supervise a group of skilled and other subordinates.</div> <div><input type="checkbox"/> Ability to administer the transport services in a large Institution or Department.</div> <div><input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public.</div>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>  <div><input type="checkbox"/> Training as evidenced by a minimum of five (5) CXC O’Level subjects inclusive of Mathematics and English A.</div> <div><input type="checkbox"/> Basic Mechanic Certificate.</div> <div><input type="checkbox"/> Possession of a driving license entitling holder to drive Heavy Motor Vehicles (Class 4).</div> <div><input type="checkbox"/> Certificate of Good Character.</div> <div><input type="checkbox"/> Possession of a Defensive Drivers Certificate.</div>		

<ul style="list-style-type: none"><li>❑ Computer Literate in Microsoft Office Suite.</li><li>❑ Considerable experience in the operation and maintenance of motor vehicles.</li><li>❑ Any equivalent combination of training or experience.</li></ul>
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>❑ Motor Vehicle Drivers<ul style="list-style-type: none"><li>- Ambulance Drivers</li><li>- Dental Drivers</li><li>- On-Call Motor Vehicle Drivers</li></ul></li><li>❑ Clerk I</li></ul>
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"><li>❑ Fleet Coordinator</li><li>❑ Manager-Hospital Administration</li><li>❑ Area Administrative Officer</li><li>❑ Nurse in Charge</li><li>❑ All Hospital staff</li><li>❑ All Health Centre staff</li></ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"><li>❑ Suppliers/Vendors for repairs/servicing of vehicles</li></ul>