THE EASTERN REGIONAL HEALTH AUTHORITY

**POSITION DESCRIPTION**

| 1. JOB TITLE | 2. DIVISION | 3. DEPARTMENT |
|---|---|---|
| TRANSPORT ASSISTANT | ▫ SANGRE GRANDE HOSPITAL CAMPUS<br>▫ ST. ANDREW/ST. DAVID<br>▫ NARIVA/MAYARO | HOSPITAL ADMINISTRATION |

| 4. ORGANISATIONAL RELATIONSHIP | 5. NATURE & SCOPE |
|---|---|
| The Transport Assistant will report to the Manager-Hospital Administration at the Sangre Grande Hospital Campus, the Area Administrative Officer with the County and the Fleet Coordinator. | 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. |

**6. SPECIFIC ACCOUNTABILITIES**

The Transport Assistant:

- Coordinates and monitors the daily transportation requirements of the health care institution and or administrative office.
- Monitors daily vehicle usage to ensure they comply with road safety standards and to avoid any disruption in services.
- Ensures that all vehicles are in compliance with the Ministry of Transport regulations (annual vehicle inspections, passenger permit etc.)
- 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.
- Ensure Vehicles covered under warranty agreement are maintained as per manufacturer recommendation by authorized dealers and relevant paperwork completed and submitted within a timely manner.
- Supervises any required repair services to vehicles in workshops or garages of agents; test vehicles after repairs and prior to return to service.
- 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.
- Collaborates with Fleet Coordinator in the inspection of vehicles involved in accidents and prepares reports as required.
- Ensures that all Motor Vehicle Drivers comply with transport-regulated policies and legislation.
- Assists with the coordination of emergency transportation requirements.
- Performs any other related work as required by the appropriate Authority.

**7. KEY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of transport operations and techniques.
- Knowledge of the automotive mechanic trade.
- Knowledge of the standard tools, equipment and materials employed in an automotive repair shop.
- Good supervisory and leadership skills.
- Good conflict management skills.
- Ability to supervise a group of skilled and other subordinates.
- Ability to administer the transport services in a large Institution or Department.
- Ability to establish and maintain effective working relationships with other employees and the public.

**8. MINIMUM TRAINING AND EXPERIENCE**

- Training as evidenced by a minimum of five (5) CXC O'Level subjects inclusive of Mathematics and English A.
- Certificate in Basic Mechanic from a recognized institution.
- Possession of a driving license entitling holder to drive Heavy Motor Vehicles (Class 4).
- Certificate of Good Character.
- Possession of a Defensive Drivers Certificate.
- Computer Literate in Microsoft Office Suite.
- Considerable experience in the operation and maintenance of motor vehicles.

- Any equivalent combination of training or experience.

**9. SUPERVISORY RESPONSIBILITIES**

- Motor Vehicle Drivers
  - Ambulance Drivers
  - Dental Drivers
  - On-Call Motor Vehicle Drivers
- Clerk/Typist I

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Fleet Coordinator
- Manager-Hospital Administration
- Area Administrative Officer
- Nurse in Charge
- All Hospital staff
- All Health Centre staff

***External:***

- Suppliers/Vendors for repairs/servicing of vehicles