



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION: DRIVER

CORPORATE INFORMATION

1. Position Level: Unestablished Position- Hourly Rate
2. Remuneration: A competitive wage depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Lautoka Municipal Market, Lautoka or any other station decided by council from time to time such as Depot, Parks & Gardens etc.
4. Reporting Responsibilities;
 - a) **Reports to:** Directly reports to the Market Manager or other HODs/Supervisors
 - b) **Liases with:** Head of Services, Manger Health Services and all other Department Heads and Sub-Heads
 - c) **Subordinates:** Market Cleaners
 - d) **External Relationships:** Heads of Departments, Vendors, Vendor Associations, Customers.

ROLE PURPOSE

The Driver will directly oversee the operation and management of the Garbage tuck owned by Lautoka City Council. The successful candidate will be efficient and self-motivated to operate the truck, keep records and diagnose the mechanical failures and recommend for proper maintenance.

KEY RESPONSIBILITIES

The Driver is responsible for:

- Operate trucks owned by Council to collect market waste on a daily basis.
- Keep and maintain work/operating log for trucks mileage, and other relevant information.
- Carryout regular maintenance of trucks and keep records on daily basis.
- Assist the cleaners in separation of market green waste for the purpose of market waste composting project.
- Assist the cleaners in loading of all market waste into the council's truck for transporting market waste to Vunato disposal site.
- On Sundays the employee shall wash by hosing down with water the bus terminal, walkways of the market building loading and unloading bay.

- Take initiative in maintaining and improving environmental performance.
- Ensure council's equipment, material, and the work site are maintained, kept clean, and stored in a safe manner.
- Report any incidence to the Supervisors or their representatives that may not be consistent with council's work ethics and values.
- Carryout all works assigned by Supervisors as and when need arises.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Upkeep and Cleanliness of the market surroundings.
2. Upkeep and maintenance of trucks.
3. Regular Servicing and record of truck mileage.
4. Maintain daily records for fuel usage and mechanical defects.
5. Regular cleaning schedules and rubbish disposal.
6. Separation of market waste to maximise market waste composting.
7. Fulfilling the targets assigned by Supervisors.
8. Meeting of customer demands within the scope of work assigned.

PERSON SPECIFICATION

Works activities are well defined and becomes routine after some experience. Requires a lot of initiative and innovative abilities.

Essential Qualification: Must have valid license group 2 & 6 to drive garbage from Land Transport Authority without any adverse records.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' driving truck preferably garbage truck in a reputable company/organisation.
2. Knowledge of proper operation of trucks as well as safety standards.
3. Knowledge of green waste separation and composting would be an added advantage.
4. Recommend for repairs by diagnosing the cause of mechanical defects.
5. Mature and physically fit to assist in mechanical repairs and loading waste in the truck.
6. Provide leadership, guidance and support the works assigned.

Skills and Abilities

1. Sound knowledge of operating trucks preferably garbage trucks.
2. Highly skilled and able to trouble shoot mechanical problems.
3. Sound knowledge of Market operations.
4. Ability to read, understand, follow, and enforce safety procedures.
5. High professional ethics and integrity.
6. Ability to work under pressure and deliver within timeframe

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.