**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Driver Mechanic** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | **Transportation Officer** |
|  | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Ensure the efficient and cost-effective maintenance and repair of the CRS fleet of vehicles. | |
| **Job Responsibilities:** | |
| 1. Collaborate and coordinate with various CRS staff to ensure effective and efficient use, care and maintenance of the fleet. 2. Manage stocks of equipment, supplies and parts; maintain parts inventory. 3. Draft maintenance plans and ensure their implementation. 4. Prepare maintenance and repair reports for submission. 5. Evaluate ability of drivers, train drivers and other vehicle users. 6. Other relevant tasks as assigned by supervisor. | |
| **Supervisory Responsibilities:** | |
| None | |
| **Key Working Relationships:** | |
| **Internal:** | |
| Transport Officer; Procurement Officer; Department Managers; Staff who use vehicles | |
| **External:** | |
| Local vehicle-related vendors and service providers | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| **Required:** | |
| 1. Secondary-level diploma 2. Significant relevant training or experience in vehicle mechanics 3. 5 years experience driving professionally; 4. Valid, current driving license with a clean driving record (no accidents) 5. Verifiable references 6. Professional, courteous and punctual 7. Willing to work extended hours and weekends as needed 8. Willing and able to work in a team environment 9. Good working knowledge of all major local road networks and city streets | |
| **Preferred:** | |
| 1. Experience in logistics | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |