



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **DRIVER (LMO/DR 1)** in the **Custodial Services Division** with salary ranging from **\$27,720 – \$30,556 per week**.

#### **JOB PURPOSE**

Under the direction of the Assistant Superintendent (Transport Manager), the Driver is responsible for transporting mail, correspondence, goods, furniture, equipment, staff and other authorized personnel. The role also assists with maintaining the operational efficiency of the assigned vehicle.

#### **KEY RESPONSIBILITIES**

- Transports staff and authorized persons to various locations, meetings and other engagements, as directed;
- Delivers and collects mail, correspondence, messages, packages, goods, furniture, equipment and other items internally and externally;
- Sorts items to be delivered according to delivery route;
- Plans and follows the most efficient routes for delivering items/transporting personnel;
- Maintains a daily driving log;
- Loads and unloads vehicles with items, ensuring items are loaded correctly and taking precautions with hazardous and fragile items, in keeping with the Department's Occupational Health and Safety policies and procedures;
- Updates and maintains mail and delivery Logbooks, including obtaining the relevant signatures;
- Ensures the required level of petrol and other fluids at all times, and maintains a log on mileage, petrol and oil usage;
- Ensures the assigned vehicle is cleaned and maintained according to schedule;
- Inspects vehicle for defects and safe operating condition before and after carriage;
- Delivers the assigned vehicle to the garage for routine servicing or repairs, as directed;
- Ensures the motor vehicle records (fitness, registration and insurance) are current and requests renewals;
- Reports on any vehicular accidents/defects or mail theft/losses to the police and the Department's Operations Unit immediately and render first aid until emergency personnel arrive;
- Participates in the setting up of equipment, as required;

#### **Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

##### **Core:**

- Ability to:
  - Read, understand and adhere to the rules and regulations of the Road Codes and Signs.
  - Drive a multi-passenger vehicle safely and appropriately.
  - Prepare concise and accurate records and reports.

- Establish effective professional relationships with customers, co-workers, and upper-level staff.
- Customer and quality focus
- Good analytical thinking skills
- Good decision-making and problem-solving skills
- Integrity
- Result focus

**Technical:**

- Knowledge of the operations of the Authority's transportation procedures
- Basic knowledge of motor vehicle maintenance
- Good knowledge of Transportation Services (motor vehicle/bike)
- Basic knowledge of relevant Legislation, Policies and Procedures
- Excellent driving skills
- Proficiency in basic mechanics
- Ability to exercise good judgment
- Customer and quality focus

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Open General Driver's License (3000 kg);
- Completed Secondary Level Education;
- Two (2) years' experience in same capacity and maintain a safe driving record;
- Defensive Driving training would be an asset;
- Auto mechanic experience or certification would be a distinct asset;
- Successful completion of the Government Driving Test;

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Required to lift and carry light loads;
- Must work well under pressure;
- Willingness to work long hours and travel island-wide;
- Willingness to work on a flexible seven (7) day week schedule;
- Exposure to all weather conditions, road hazards and heavy traffic, periodic traffic jams, road construction and difficult parking situations;
- Willingness to work at nights;
- Hazardous environment;

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Please submit your cover letter and resume through our website portal by **Friday, February 14, 2025** and addressed to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
UDC Building, Block 4  
Shop 13-15  
12 Ocean Boulevard  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**