



DEPARTMENT OF CORRECTIONAL SERVICES

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 2)** in the **Custodial Services Division** with salary ranging from **\$27,682.00 – \$37,229.00 per week**.

JOB PURPOSE

Under the direction of the Assistant Superintendent (Transport Manager), the incumbent is responsible for operating the vehicles owned by the organization to transport goods and to transport inmates/wards and members of staff to carry out functions that are critical to the administrative operations of the institution.

KEY RESPONSIBILITIES

- Operate assigned vehicles;
- Transport and collect goods;
- Conducts pre and post checks of motor vehicle;
- Ensures that the vehicles' cleanliness is maintained and schedule for servicing observed;
- Parks vehicles on compound at the end of each work shift/day unless otherwise directed;
- Delivers and collects documents/correspondence;
- Transports staff members to meetings and other important engagements when required;
- Participates in the unloading of goods and equipment;
- Participates in the setting up of equipment where necessary or as required;
- Takes vehicles to the Transport Licensing Authority for Certificate of Fitness to be granted;
- Updates the daily Assignment Motor Vehicle Logbook as it relates to duties carried out;
- Reports to Supervisor and Transport Centre any mechanical/electrical malfunction of the vehicle;
- Reports all major or minor accidents involving vehicles to the Transport Unit, Superintendent and Police;
- Ensure that all trips are duly signed in and out at the gate with the security;
- Ensures all documentation as it relates to operating a vehicle on Jamaican roads are present in the vehicle and up to date;
- Maintains defensive driving techniques when operating the vehicle;
- Reads and interprets maps and driving directions to assist in planning the most efficient routes;
- Notifies emergency response providers, Corrections Operations Unit in cases of accidents or emergencies and render first aid until emergency personnel arrive.

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 automotive maintenance procedure
- Good knowledge of Transportation Services (motor vehicle/bike)
- Excellent driving skills
- Proficiency in basic mechanics
- Ability to exercise good judgment

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Open General Driver's License (7000 kg);
- Completed Secondary Level Education;
- Two to three (2-3) 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

- 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;

Please submit your cover letter and resume through our website portal by **Tuesday, February 17, 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.