

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : Driver (Heavy Duty Vehicles)
>16000kg (16 tons)

CORE CODE :

POST LEVEL AND SALARY CODE : 3

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To render heavy duty transport and driving services

C. KEY PERFORMANCE AREAS

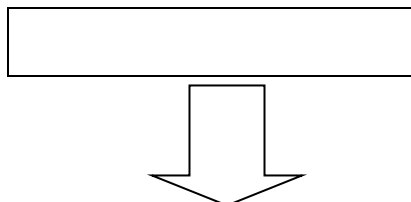
Drive Heavy duty vehicles

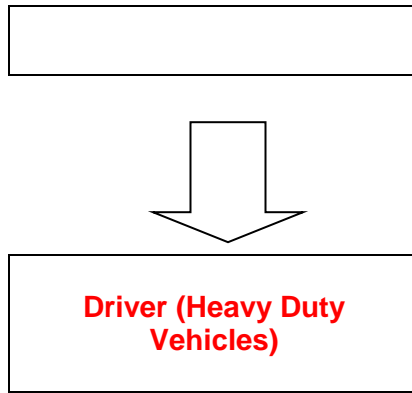
- (i) Transportation of work teams and materials/equipments.
- (ii) Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water).
- (iii) Inspection of the vehicles/equipment and report defects
- (iv) Complete vehicle logbook, trip authorization for the vehicle

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.





E. INHERENT REQUIREMENTS OF THE JOB

Generic Competencies	Technical Competencies
Communication	Operation of the equipment
Ability to read and write	Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles.
Good eyesight	Interpret and follow operating manuals, maintenance manuals and service charts
Team work	

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

- NQF level 3 (Grade 10 certificate or equivalent)
 Driver’s licence (A minimum of Code EC)
 Five (5) years’ driving experience

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: