

SCHEME OF SERVICE

POST: Driver (Heavy Duty)

SALARY: Rs 24245 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 -
-31745 x 425 – 33040 x 560 – 35840 x 725 - 37290

QUALIFICATIONS:

- Possess the Certificate of Primary Education;
- Possesses a valid driving license (manual gear) to drive goods vehicles, cars, vans, minibuses, buses, 4x4 and vehicles of more than five tons;
- Have a basic knowledge of mechanics and simple vehicle maintenance; and
- Have good eyesight.

NOTE 1:

Candidates should produce written evidence of knowledge claimed.

NOTE 2:

Selected candidates will be required to undergo a medical test to be carried out by the Ministry of Health and Quality of life to assess their eyesight

Role and Resonsability

1. To drive Mauritius Sports Council vehicles for the conveyance of staff and visitors, materials and equipment in the connection with the activities of the Mauritius Sports Council.
2. To carry out simple checks/maintenance tasks including-
 - Checking of radiator or overflow tank for water level and filling up with water if necessary.
 - Checking of engine oil level and topping up, if necessary and reporting and unusual oil consumption.
 - Checking of fluid levels of brake master cylinder and clutch master cylinder and topping up if necessary.
 - Checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven- abnormal wear.
 - Monitoring mileage run/period vehicle is used and inform the officer in charge of transport when servicing is due;
 - Washing and cleaning the vehicle's body and interiors;
 - Ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - Checking of battery electrolyte level and topping up,as and when necessary; and
 - Checking of all lights, horn, wipers, brakes and clutch to ensure that they are in good working condition.

3. To report any defect observed to the officer in charge of transport and take the vehicle for repair/servicing as instructed by the officer in charge.
4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver in the roles ascribed to him.

Mauritius Sports Council