

## Driver Mechanic

Location: [Africa] [Ghana]

Town/City: Accra

Category: Fleet

Job Type: Fixed term, Full-time

### Driver Mechanic – Job Summary

Support operations by ensuring proper usage, regular maintenance and repairs of assigned vehicles for high performance and to undertake driving assignments within and outside assigned areas as required.

### Key Responsibilities

- Carry out routine maintenance of vehicles.
- Drive staff and visitors to, from and within the assigned locations as and when required
- Maintain log books and report regularly to Fleet Supervisor on the performance of assigned vehicles.
- Diagnose faults and carry out repairs where applicable and advice Supervisor and staff on the repairs of vehicles.
- Assist in the recovery of broken down vehicles.
- Give technical assistance and coordinate the procurement of genuine vehicle parts for maintenance and repairs

- Give Technical guidance to other vehicle users to polish driving skills and ensure the safe use of the vehicles
- Ensure that vehicles are clean and have all the requisite safety gadgets such as fire extinguishers, dusters, basic tools and equipment and also valid road worthy certificates and insurance

### **Education / Work Experience / Key Competencies**

- Motor Mechanic Certificate (MVM) + 2 years relevant experience or Motor Vehicle Technician (MVT) 1/2 + at least 2 years relevant experience.
- Professional driver's license for at least 2 years, preferably experience with a 4 wheel drive.
- To be able to undertake general servicing of vehicles and diagnose faults, preferably on diesel engines
- Ability to conduct minor repairs on vehicles
- Ability to write reports (basic)
- Must be a committed Christian
- Ability to communicate clearly in English.

### **Location**

- The positions are based in field offices ( Asutifi North, Kintampo South and Agortime Ziope)

- S/He will report to the Fleet Supervisor.