



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Driver/Messenger

SJD-2023-0118-HRA

JOB DESCRIPTION/TITLE: DRIVER/MESSENGER	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: ADMINISTRATION	SECTION: HUMAN RESOURCES AND ADMINISTRATION
REPORTS TO: HUMAN RESOURCES OFFICER	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA SAN FERNANDO

PURPOSE

The Driver/Messenger will be responsible for Driver/Messenger and messenger services on behalf of the organization. This will include the movement of mail and other printed material, internally and externally as well as the transporting of personnel as directed by his/her supervisor. He/she will be responsible for keeping records of items delivered and picked up. Work also involves the routine maintenance of the vehicle.

Operational/Technical/Professional:

- Collects and delivers all mail including regular and registered mail in accordance with stipulated time frames.
- Collects and delivers bulk and other materials as instructed by the Supervisor.
- Ensures that materials are delivered to location designated by instructions and follows all additional written instructions associated with the delivery of the materials.
- Obtains signatures and date/time information as required for a proper receipt.
- Prepares a daily log with appropriate receipts.
- Operates vehicle in compliance with organisation rules, applicable laws and regulations and in accordance with accepted principles of safe driving.
- Reports unusual traffic conditions and other hazards noted en route, to keep passenger apprised prior to pick up and during the journey.
- Arranges for and ensures the servicing and cleaning of the vehicle on a weekly basis and as required.
- Completes daily vehicle pre-trip and post trip inspections to ensure the vehicle is always in sound working order and standards of roadworthiness.
- Delivers correspondence to government authorities and other institutions and assists in processing various documents as required.
- Facilitates airport pickups for VIP visitors and transportation during official visits.
- Adheres to vehicle maintenance and inspection schedules by ensuring the vehicle is made available for same, and a spare vehicle is assigned to carry out chauffeuring and other duties for the Office of the General Manager.
- Keeps track of general maintenance schedules, especially car tire condition and collaborates with relevant internal and external stakeholders to ensure maintenance appointments are met.
- Ensures sound running of the vehicles assigned and collaborates with internal stakeholders on minor repairs where necessary.
- Checks oil and tires properly and keeps the assigned vehicle in clean condition, both inside and outside.



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- Keeps track of timely car insurance renewals and ensures that relevant documents are within the vehicle to meet statutory guidelines.
- Updates monthly mileage records and prepares relevant report.
- Assists with office and meeting room re-arrangement for various meetings/events.
- Conducts occasional handyman tasks in the Office, such as hanging pictures and small office repairs.
- Assists in office duties such as photocopying as required.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: All Staff

External: Visitors, Vendors, Customers

PERSON SPECIFICATION

Education:

- Five (5) GCE/CXC O Levels (General Proficiency) including Mathematics and English.
- Defensive Driving Certification
- Possession of a valid Trinidad and Tobago Driving Permit with endorsement for private car of light goods vehicle.

Experience

- A minimum of (2) two years' work experience in a similar role.
- Five (5) years driving experience with zero (0) demerit points.
- Must possess knowledge of San Fernando and its environs.

JOB COMPETENCIES:

Knowledge/Skills

Knowledge of: Defensive Driving Practices, Courier service procedures, e.g., TTPOST, FEDEX, DHL, Packing requirements and of Government mail regulations, San Fernando roadways and environs

- Customer Service
- Planning and Organizing
- Teamwork
- Time Management
- Communication (oral & written)
- Technical and Professional Skills

KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to read road signs and maps.
- Ability to read and comprehend simple instructions.
- Ability to work effectively and harmoniously with others.
- Flexibility to work in different environments.

WORK ENVIRONMENT



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- This job requires above average exposure to extreme weather and temperature, and long periods driving. A great deal of driving is required using a organisation owned vehicle.
- This job operates on the roadways of Trinidad and Tobago and the role routinely operates a motor vehicle.
- This job also operates in a professional office environment. This role routinely uses standard office equipment.
- This job operates across the organization and includes making deliveries to offices.
- This job operates at irregular hours based on the schedule of the performing spaces and the incumbent is required to work late and/or work shift and weekends based on the theatre schedule.