



SCHEDULE 2
EMPLOYEE JOB DESCRIPTION
Profile Position
Driver & Small Machines Mechanic

Level: Operations

Responsible to: Operations Director

Load: Full-time

Service Period: Year Round

Nature and Scope

Driver: This position oversees all activities during transportation. The incumbents of this role ensure that students are picked up from designated pick up and drop off points in a safe manner.

Small Machines: This job performs major and minor mechanical maintenance and repairs of small machines equipment both petrol & diesel. Work assignments are initiated by oral instructions or written work orders and are checked during the course of and upon completion.

These responsibilities are integral to the fulfillment of the school's mission to help each student develop their God-given gifts for Christ-like service in the world community.

Professional Responsibilities

1. Modeling and Leadership

- a. Model a personal commitment to Christ and Bible-based Christian living.
- b. Seek to inspire others to Christian commitment, faith, and living.
- c. Contribute towards and maintain a positive Christian spiritual environment.
- d. Exhibit characteristics of being a lifelong learner.
- e. Maintain a positive operational environment focused on growth and excellence.
- f. Consistently model professionalism.

2. Duties (driver)

- a. Pick students from designated bus pick up points to and from school.
- b. Ensure students board and leave the bus in an orderly manner to prevent accidents.
- c. Ensure safety belts are worn by every student.
- d. Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, Battery and other crucial parts of the vehicle.
- e. Report any unsafe behavior by a student to the relevant authority.
- f. Maintain communication with the transport department through the two way radio.
- g. Attend any relevant trainings as identified and agreed.





- h. Ensure punctuality and safe transport.
- i. Reporting any vehicle defects, faults, incident and accidents to the transport supervisor or the director of operations.
- j. To liaise directly with parents when necessary.
- k. Covering for absent employees when necessary.
- l. Observe the road and traffic laws and regulations.
- m. Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month.
- n. Follow all school safety and health procedures and policies.
- o. Performs duties as assigned by immediate supervisor.

2b. Duties (small machines)

- a. Performs repair and maintenance of school automotive equipment including tractors, generators, ride mowers, power sweepers, lawn mowers, hedge cutters, blowers, washing machines etc.
- b. Maintains record of all repairs and maintenance work done.
- c. Responsible for sharpening all types of mowers
- d. Determines the extent of repairs needed and estimates the cost of repairs.
- e. Operates a variety of maintenance and repair tools and equipment in a safe manner.
- f. Performs preventative maintenance work, such as checking oil and fluid levels on all equipment.
- g. Complete all assigned work orders, and record hours and materials used.
- h. Ensure a complete inventory of required parts and materials are in stock in the garage and maintained.
- i. Keep the work area clean and safe.
- j. Follow all school safety and health procedures and policies.
- k. Performs duties as assigned by immediate supervisor.

3. Communication and Collaboration

- a. Maintain an attitude of openness and desire for communication
- b. Maintain workable relationships with colleagues and staff
- c. Collaborate with other members of the maintenance department
- d. Attend and participate in school meetings.

4. Professional Development

- a. Participate in scheduled inservice and professional development activities
- b. Remain abreast of current developments and related technology in mechanics.

5. Key Skills And Competencies

- a. Demonstrate high professional standards within the school and community.
- b. High level of accuracy and attention to detail.
- c. Physical strength and agility.
- d. Have excellent communication skills both written and oral.
- e. Respond quickly to emergencies.





- f. Ability to identify and resolve problems in a timely manner.
- g. Ability to share ideas.
- h. Physical Dexterity.
- i. Skill in record keeping.
- j. Creativity and innovation.
- k. Ability to cope with change and be willing to learn new relevant skills.

Professional Qualifications

1. A personal commitment to Jesus Christ as Savior and Lord
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy
3. Demonstrate a respect for diversity of culture.
4. Knowledge of the principles and methods used in preventive maintenance for automotive equipment.
5. Knowledge of work hazards and safety practices.
6. Possess a high school diploma or certificate in mechanics.
7. Possess a valid driving license.
8. Demonstrate knowledge of the tools, materials and equipment used in the diagnosis, maintenance, adjustment and repair of automotive equipment.
9. Demonstrate an appreciation for the diversity of the body of Christ.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing
11. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy

N.B (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

