

## Driver III CSG 15 – (5) Posts at State Department for Public Works

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### Job Description

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The State Department for Public Works is charged with the responsibility of planning, designing, construction and maintenance of Government assets in the field of built environment and infrastructure development. Assets in built environment include hospitals, schools, colleges, technical institutes, prisons, courts etc. Assets in infrastructure development include footbridges, sea walls, breakwaters and jetties.

### V.NO. SDPW 5/

#### Duties and Responsibilities.

Duties and responsibility at this level will involve driving a motor vehicle as authorized; carrying out routine checks on vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicle assigned; ensuring security and safety for vehicles on and off the road; safety of the passengers and/ or goods therein; and maintaining cleanliness of the vehicle

### Requirements for Appointment

#### For appointment to this grade, an officer must have:

Kenya Certificate of Secondary Education (KCSE) Mean grade 'D' plain or its equivalent qualification from a recognized Institution;

A valid driving license free from any current endorsement (s) for class (es) an officer is required to drive;

Attended a First-Aid Certificate lasting not less than one week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;

Passed Suitability Test for Driver Grade III;

Passed Practical Test for Drivers conducted by respective Ministry/ Department;

A valid Certificate of Good Conduct from the Kenya Police; and

At least two years driving experience.

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