

JOB ORDER VACANCY

JOB ORDER : One (1) DRIVER-MECHANIC
Compensation : PhP11,914.00 per month (3 months initial contract and maybe renewed based on performance)

Qualifications

Education : At least Elementary School Graduate
Experience : Two (2) years of experience as Professional Driver and mechanic (diesel and gasoline engines)
Professional Driver's License : Restriction 2 (with restriction 3 preferred)

Brief Description of the General Function of the Job Order

Under immediate direction/supervision drives office vehicles and service employees to their official functions and perform minor mechanical repairs to ensure proper performance and safety of vehicles. Work on projects assigned, follow established procedures.

Scope of Work

- Drives office vehicles and provides transport services to officials and employees in the course of their attendance to official meetings/conferences and/or monitoring of projects held in various places within and outside the Region, including Saturdays, Sundays and Holidays when necessary
- Delivers and pick up official documents/messages and communications to various government agencies
- Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
- Maintains the cleanliness and daily maintenance of the vehicle/s such as car/motor wash and monthly wash of seat cover and others
- Perform motor vehicle troubleshooting and minor repairs and assist in major repairs
- Maintains cleanliness of garage and its surroundings and
- Perform such other duties as may be assigned from time to time.

Special Skills

- Ability to diagnose mechanical problems and perform repairs with general supervision
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts
- Ability to navigate through Metro Manila Routes with ease and precision

Interested applicants may submit their intents in writing addressed to:

ENGR. MARLO L. IRINGAN
Regional Director
Department of the Interior and Local Government-CAR
Upper Session Road, cor. North Drive
Baguio City

Requirements:

1. Fully accomplished Personal Data Sheet with recent picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of diploma and Transcript of Records, if any
3. Photocopy of license
4. Certificate of previous employment, if any, and
5. Photocopy of certificate of training/seminars attended, if any.

Deadline: September 6, 2019