

POSITION DESCRIPTION

Chauffeur/Maintenance Man

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of a Chauffeur/Maintenance Man in the International Broadcasting Bureau Station located at Umm Al-Rimam, 40 miles north of Kuwait City.

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for Chauffeur duties, maintenance of vehicles and building facilities, equipment to include plumbing, painting, handyman repairs of equipment such as compressors pump and hydraulic lifts.

DUTIES INCLUDE:

1. Performs 1st and 2nd level echelon maintenance on Station's vehicles to include checking fluid levels, washing, cleaning, changing spark plugs and oil, replacing alternators, power steering pumps and tires.
2. Performs minor periodic maintenance in accordance with manufacturer's instructions on facilities plumbing systems, water pumps and sewage systems. Replaces faulty faucets, leaking water joint sections. Performs assorted small trade tasks to include construction and repair of concrete pads.
Repairs to building doors and windows, painting of walls parking lots and curbs.
Maintains Station's electric/hydraulic lift system, delta barriers and small generators.
Performs touch up painting of buildings and equipment.
3. Serves as Chauffeur for the Station's technical staff. Picks up relief crew during non-office hours and transports them to the Station. Returns relief crew to Kuwait City. Transports official personnel and/or cargo to or from vendors, American Embassy or the Airports directed. Makes payments to vendors for official purchases of goods and services. Facilitates entry/departure of official personnel and their baggage at the airport. Operate the Station's forklift and bobcat.
4. Performs gardening duties on Station's lawn and bushes. Waters and fertilizes and replaces dead bushes and trees. Assists the building & grounds crew to transport the trash from the compound and the guardhouses to the main bins. Other assigned duties.