



**OFFICE OF HIS EXCELLENCY
THE GOVERNOR-GENERAL & STAFF
JOB DESCRIPTION AND SPECIFICATION
CAR CARE ATTENDANT**

JOB TITLE: Car Care Attendant

JOB GRADE: LMO/TS 2

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: General Establishment

UNIT: Corporate Services

REPORTS TO: The Property Caretaker

RELATES TO: The ADC to The Governor-General, The Property Administrator
The Landscaping/Farm Manager

MANAGES DIRECTLY: Not applicable

MANAGES INDIRECTLY: Not applicable

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Deputy Governor-General's
Secretary - Private

Date

Director, Human Resource &
Administration

Date

JOB PURPOSE

Under the supervision of the Property Caretaker, the Car Care Attendant is responsible for the washing and general maintenance of the interior and exterior of the fleet of official vehicles assigned to the Office of The Governor-General. The incumbent also provides support for property maintenance and disaster and emergency management activities.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: *“A culture of excellence through people, performance and partnerships”*.

KEY OUTPUTS

1. The official fleet of motor vehicles are washed and cleaned.
2. Garage and related fence line kept clean.
3. JDF Barracks walkway and parking area maintained
4. Bishops Lodge Parking Bay is maintained
5. Bishops Lodge's main parking lot is maintained.
6. Fountains in the teardrop garden and His Excellency's Garden are kept clean.

KEY AREAS OF RESPONSIBILITY

Management/Administrative Responsibilities

Not applicable

Technical/Professional Responsibilities

1. Carries out daily inspection of the fleet of official vehicles; removes debris and cleans interior and exterior areas. Returns to standard any settings disturbed during cleaning (e.g. air freshener, radio volume etc.).
2. Uses appropriate cleaning methods and material (e.g. buffing pads) to achieve optimal care and appearance of both interior and exterior of all vehicles.
3. Inspects all parking bays, and sees to the removal of debris daily. Sweeps wash and disinfect areas.
4. Carries out daily inspection of the entrance areas to the garage, parking areas, JDF Barracks walkway and related fence line to see to the removal of debris by sweeping and cleaning as needed.
5. Conducts daily checks of the fountain in the teardrop garden and His Excellency's garden. Skims debris, cleans, and maintains both fountains at the standard required.
6. Assists with the dispensing of gasoline to the official fleet of vehicles as required.
7. Maintains the Bishops Lodge's parking lot by raking leaves, cutting grass and trimming edges.

8. Cleans the Bishops Lodge Parking Bay by sweeping, washing and wiping the areas at the intervals and standards required.
9. Provides support for disaster and emergency management activities.

Departmental Human Resource Responsibilities

Not applicable.

Other Responsibilities

1. Performs any other duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. The fleet of official motor vehicles cleaned and maintained in immaculate condition at all times.
2. The garage, bishops lodge parking lot, and parking bay areas are clean and kept in immaculate condition.
3. The Fountains are maintained at the established standard.
4. Inventory of tools and equipment appropriately maintained, and all items accounted for.
5. The standards of personal presentation, customer service, and protocol is met and/or exceeded.
6. Established instructions and guidelines established are observed.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Knowledge of operation of motor vehicle washing equipment.
2. Knowledge of motor vehicles; able to do engine oil check, air pressure check; windshield fluid check
3. Knowledge of methods and materials used in vehicle care (Amoral, windscreen wash, microfiber cloth, etc.).

REQUIRED COMPETENCIES & ATTRIBUTES

1. Loyal, composed, trustworthy and demonstrates impeccable integrity.
2. Excellent organizing and planning skills with an eye for detail
3. Able to communicate effectively in both oral and written form.
4. Confidential and professional in personal conduct and the execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Completion of secondary level education
- At least two (2) years’ experience working in a similar capacity
- Valid Driver’s License
- Experience operating basic maintenance tools and equipment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

The Car Attendant is a resident on the property and is expected to be on call for 24 hours. This means that he or she is required to work a flexible schedule which will include long hours, work on weekends and Public Holidays. The incumbent should be able to tolerate living alone, and being on call for extended periods.

This position requires solving problems that arise, spending long hours on one’s feet and often having to lift heavy objects. This position involves manual labour.

AUTHORITY TO:

Not applicable.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Aide-de-Camp to The Governor-General	Coordinate on matters relating to motor vehicles
Property Caretaker	Receive instructions and provide information
Property Administrator	Receive instructions and provide information
Landscaping/Farm Manager	Receive instructions and provide information
Inventory Officer	Supplies of material to clean vehicles

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Not Applicable	