



Job description and employee specification

Job title:	LGV Driver (Cheltenham)	Location:	Cheltenham
Reports to:	Supervisor/Chargehan	Working hours:	37 hours per week
Job number:		Salary grade:	£27,254 - £28,142 per annum (this does not include the market supplement)
Supervises:	No supervisory responsibility		
Main purpose of the job:	Cheltenham requires Waste Collection LGV Drivers to drive LGV vehicles to undertake collection of refuse and recyclables from properties throughout the Cheltenham district		
Key duties and responsibilities:	This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes. - To drive the company's waste and recycling vehicles in a safe, considerate manner, following a pre-planned route in accordance with route risk assessment instructions. This will involve plenty of reversing and careful driving often along narrow streets with parked cars. - To undertake daily checks of the vehicle before it is used to ensure it is in good working order. - To report any vehicle defects and complete the necessary paperwork to ensure compliance with transport legislation. - To assist with vehicle loading as and when required (this will depend on collection rounds). - To ensure the vehicle is unloaded, re-fuelled and ready for use the following shift. All employees of Ubico are also expected to: - Work to add value to, and be a valued member of, the team and to be valued by customers. - Comply with the organisation's health and safety policies and safe systems of working. - Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. - Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. Be committed to and demonstrate the values of the organisation which are to: ☐ Deliver quality – what we do, we do well. ☐ Be safe – look out for yourself and others. ☐ Do the right thing – make good decisions and treat people with respect. ☐ Care for our environment – protect where we live and work. Strive to be cleaner and greener. ☐ Work together – communicate well and help each other.		



Essential requirements - qualifications, skills, abilities, knowledge and experience:	Qualifications • LGV licence (class 2 minimum) • Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes Knowledge and experience • Basic knowledge of refuse and recycling operations Skills and abilities • Be prepared to work outdoors in all weather conditions • Flexible approach to working hours and tasks allocated • Ability to read and follow basic information/instructions • Be fit and able to lift heavy objects • Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner • Ability to use initiative and work with minimum supervision • Ability to effectively communicate factual information and customer feedback to colleagues and management	
Special conditions:	• There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service	
Date created:	January 2020	
Date reviewed:	June 2021	
Created/reviewed by:	Name: Martin Fennell	Job title: Waste and Recycling Supervisor