Job description and employee specification

Job title:	LGV Driver	**Location:**	Cinderford
Reports to:	Operations Supervisor	**Working hours:**	37 per week
Job number:	TBC	**Salary grade:**	D £28,153 - £29,070 Per Annum
Supervises:	No supervisory responsibility		
Main purpose of the job:	To be responsible for driving LGV vehicles in the collection of refuse and		
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**. **This is what we need you to do:** • Operate the company's waste and recycling vehicles safely in accordance with the manufacturer's written instructions and procedures, following pre-planned routes and route risk assessments. This includes regular reversing and driving in narrow streets with parked vehicles. • Always comply with the Highway Code. • Comply with tachograph requirements, and Operator's Licence conditions, ensuring the vehicle is not overloaded. • Comply with all waste disposal point requirements, inclusive of all health and safety regulations, and site-specific rules. • Use loaders to assist with vehicle manoeuvres in all situations, not just reversing to identify and communicate potential hazards. • Carry out daily vehicle safety checks, ensuring all equipment is safe, functional, and clean. • Record all inspections using the in-cab device (or paper-based documentation where required) prior to leaving the depot. • Report vehicle defects immediately and complete all required documentation in line with transport legislation. • Ensure the vehicle is unloaded, refuelled, and prepared for the next shift. • Assist with vehicle loading as required, depending on the collection round. • Complete the daily schedule as planned and accurately record activities using the in-cab system or instructed documentation. • Work within a group task and finish system as outlined in local terms and conditions.		

	• Support other crews and teams as directed and undertake any other reasonable duties. • Report all incidents, damage to bins, and property promptly. • Notify the depot immediately of any issues that may delay or prevent completion of the round. • Inform the Supervisor as soon as possible following any accident or incident, in line with company procedures. • Maintain a professional service at all times, including keeping the vehicle cab clean and tidy. • Be polite and courteous to colleagues and the public, wearing company uniform and PPE as required. • Maintain high standards of behaviour, safety, and discipline to protect the wellbeing of employees and the public. • Suggest improvements to working practices to enhance efficiency and service delivery. **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 **Knowledge and experience** • Basic knowledge of refuse and recycling operations • Previous experience of working with mobile or static plant and equipment

	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 (and walk 8-10 miles each day at a brisk pace) • 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	
Desirable requirements - qualifications,	• Ability to maintain a quality service delivery and operate within the values of the • Basic IT skills	
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 including bank holidays and catch-up Saturdays.	
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Created/reviewed by:	**Name: Emma Derkatch** **Emma Henderson**	**Job title: HR Business Partner** **Head of People**

