



Job description and employee specification

Job title:	LGV Driver	Location:	Cheltenham
Reports to:	Operations Supervisor	Working hours:	37 per week
Job number:	TBC	Salary grade:	D
Supervises:	No supervisory responsibility		
Main purpose of the job:	To be responsible for driving LGV vehicles in the collection of refuse and recyclables from properties on the allocated rounds throughout the 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. 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 3.5 tonnes gross weight 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 • Ability to maintain a quality service delivery and operate within the values of the company • Good interpersonal skills – able to build relationships and manage conflict	
Desirable requirements - qualifications, skills, abilities and experience:	• 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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