

UBICO LTD

PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Ubico Ltd	Division: Operations
Job Title: Mechanical Sweeper Driver	Grade: D/E
Drawn up by: Beth Boughton	Signature:

Does this post require a Criminal Records Bureau disclosure? NO

If yes, at what level, ENHANCED or STANDARD (delete as appropriate)

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)	Assessment Code
<p>A. Skills and Abilities (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <p>(i) Ability to read and follow basic information / instructions</p> <p>(ii) Ability to undertake required vehicle checks and complete relevant paperwork</p> <p>(iii) Ability to complete any paperwork required to ensure compliance with relevant transport legislation</p> <p>(iv) Ability to work as part of a team</p> <p>(v) Ability to effectively communicate factual information and customer feedback to colleagues and management</p> <p>(vi) Ability to use initiative and work with minimum supervision</p> <p>(vii) Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</p> <p>(viii) Ability to maintain a quality service delivery and operate within the values of the company</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
B. Knowledge	

(i) Basic knowledge of Street Cleansing	S/I
Essential Criteria	Assessment Code
C. Work Related Experience (including voluntary/unpaid work) (i) Driving experience. (ii) Manoeuvring vehicles in confined areas. (iii) Working as part of a team.	S/I
D. Qualifications - for which there is a legal/professional requirement (i) Full Driving Licence, Class C (LGV 2) / 7.5t (ii) Driver CPC	S/I
E. Circumstances (i) A flexible approach to working hours and tasks allocated is required. (ii) Previous experience of working with mechanical sweepers and equipment. (iii) Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.	S/I S/I S/I
F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting) (i) Previous experience of driving mechanical sweeper vehicles or similar LGV vehicles. (ii) Good knowledge of Gloucestershire and the surrounding area	S/I S/I

<p>Criteria Assessment Code Descriptors</p> <p>S - To be assessed at shortlisting for interview. I - To be assessed at interview T - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)</p>

<p>FOR OFFICE USE ONLY</p> <p>Verification Statement I confirm that this Personnel Specification has been approved by:</p> <p>Name: _____ Designation: _____</p> <p>Signature: _____ Date of Approval: _____</p> <p>This statement must be completed before the form is sent to Human Resources</p>
