



Job description and employee specification

Job title:	LGV Driver	Location:	Tewkesbury
Reports to:	Operations Supervisor	Working hours:	37 hours per week
Job number:	TBC	Salary grade:	D
Supervises:	No supervisory responsibility		
Main purpose of the job:	Tewkesbury Depot requires Waste Collection LGV Drivers to drive LGV vehicles to undertake collection of refuse and recyclables from properties throughout the Cotswold District		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <ul style="list-style-type: none"> • 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. <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • 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. <p>Be committed to and demonstrate the values of the organisation which are to:</p> <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Basic knowledge of refuse and recycling operations • Previous experience of working with mobile or static plant and equipment Skills and abilities <ul style="list-style-type: none"> • 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 	
Special conditions:	<ul style="list-style-type: none"> • 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:	September 2019	
Date reviewed:		
Created/reviewed by:	Name: Steven Daffern	Job title: Operations Supervisor