



## Job description and employee specification

<b>Job title:</b>	LGV Driver	<b>Location:</b>	West Oxfordshire Contract
<b>Reports to:</b>	Bob Lightfoot	<b>Working hours:</b>	37 hours per week
<b>Job number:</b>	TBC	<b>Salary grade:</b>	D
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	Ubico West Oxfordshire requires Waste Collection LGV Drivers to drive LGV vehicles to undertake collection of refuse and recyclables from properties throughout the West Oxfordshire District		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To undertake daily checks of the vehicle before it is used to ensure it is in good working order.</li> <li>• To report any vehicle defects and complete the necessary paperwork to ensure compliance with transport legislation.</li> <li>• To assist with vehicle loading as and when required (this will depend on collection rounds).</li> <li>• To ensure the vehicle is unloaded, re-fuelled and ready for use the following shift.</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation's health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• 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.</li> </ul> <p><b>Be committed to and demonstrate the values of the organisation which are to:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>✓ <b>Work together</b> – communicate well and help each other.</li> </ul>		



<b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• LGV licence (class 2 minimum)</li> <li>• Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of refuse and recycling operations</li> <li>• Previous experience of working with mobile or static plant and equipment</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Be prepared to work outdoors in all weather conditions</li> <li>• Flexible approach to working hours and tasks allocated</li> <li>• Ability to read and follow basic information/instructions</li> <li>• Be fit and able to lift heavy objects (and walk 8-10 miles each day at a brisk pace)</li> <li>• Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner</li> <li>• Ability to use initiative and work with minimum supervision</li> <li>• Ability to effectively communicate factual information and customer feedback to colleagues and management</li> <li>• Ability to maintain a quality service delivery and operate within the values of the company</li> </ul>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service including bank holidays and catch up Saturdays</li> </ul>	
<b>Date created:</b>	August 2019	
<b>Date reviewed:</b>		
<b>Created/reviewed by:</b>	<b>Name: Bob Lightfoot</b>	<b>Job title: Operations Manager</b>