

# Job Description & Person Specification



<b>Job Title</b>	HGV Driver Loader
<b>Division/Location</b>	Norse South East
<b>Reporting to</b>	Waste Operations Assistant Manager
<b>Weekly Hours</b>	40 hours per week
<b>Grade/Salary</b>	£13.50 per hour - £28,157.22

## Job Description

### The Role:

To work in a team to collect, load, transport & dispose of household, recycling, bulky, garden and clinical waste providing a front line service aimed at improving the environment of the Borough.

### Main Responsibilities

- Carry out and complete works in a safe, clean and tidy manner and within stated timescales .
- Execute a high level of customer care when dealing with the public and other customers .
- Driving and loading of refuse freighters.
- Responsible for checking vehicle on a daily basis and reporting faults to workshops .
- Ensuring the refuse freighter is clean on a weekly basis i.e. both inside and out of body and working mechanisms.
- Ensuring the cab is clean and tidy on a daily basis .
- Ensure the freighter is empty before returning to the depot .
- Call through to the office when your work is complete to see if other rounds need assistance .
- Ensure all bins are returned to where they were collected from originally e.g. property or collection point.
- Ensure that the requirements of the Health & Safety at Work Act are fully complied with at all times.

**Other Duties**  
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

<b>Person Specification</b>			
<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b> Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Full UK Driving Licence with Category C entitlement.	Essential	AF/I
	Valid Driver Qualification Card/CPC	Essential	AF/I
	Valid Digital Tachograph Card	Essential	AF/I
	Thorough understanding of relevant transport legislation including, Driving hours and Working Time Directive.	Essential	AF/I
	Knowledge of employee obligations with regard to Health and safety.	Essential	AF/I
<b>Experience</b>	Experience of driving HGV vehicles commercially.	Essential	AF/i
<b>Skills/Abilities</b>	Ability and willingness to provide efficient customer service.	Essential	AF/I
	Ability to work using own initiative with minimal supervision.	Essential	AF/I
	Ability to communicate effectively with customers and co-workers at all times	Essential	AF/I
	Ability to work under pressure	Essential	AF/I
	Ability to understand and provide written and verbal instructions.	Essential	AF/I
<b>Other Requirements</b>			

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	

**General**

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

**Agreement**

Employee Name:		Date:	
Employee Signature:			

**Approval/Review Date**

Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	