**SELWOOD LTD**

**POSITION DESCRIPTION: Yardperson / Relief Driver**

**BUSINESS UNIT:** Selwood: Pump Rental Solutions, Selwood Hire

**LOCATION:** Branch specific

**POSITION PURPOSE: Yardperson**

Responsible for keeping safe and clean site working conditions within the yard and workshops.

**Relief Driver**

To load, deliver and collect items of pumps and associated equipment between branches and customers sites in a safe, professional, and efficient manner.

**RESPONSIBLE TO:** Branch Manager / Workshop Manager / Foreman

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| **REGULAR CONTACTS:** | **External** | Customers Suppliers |
| **Internal** | Installation and Electrical Managers  Installation and Electrical Teams  All Departmental Managers  Operational Managers  Client Services including all associated partners.  Branch Staff |

**MAIN RESPONSIBILITIES:**

The majority of time will be spent working within the Yard, this role will act as Relief Driver as needed to cover holiday, sickness or additional workloads.

**Yardperson:**

* Keep the yard and workshops in a clean, tidy, and organised state at all times, ensuring equipment is accessible when needed.
* Assist with loading and unloading of vehicles, checking against paperwork, missing, damages and fuel charges.
* Assist with stock control
* Clean hire equipment prior to entry to workshop, using pressure/steam-cleaning equipment.
* Maintain hose and accessories storage, to include keeping a check on levels available.
* Test all lay flat hose, clean, roll, and clearly mark as to size and length of each roll.
* Assist fitting staff when required, with tasks as instructed, i.e. lifting, moving, both in the depot or on-site.
* Maintain excellent internal and external Customer relations by displaying politeness, respect and co-operation with Staff, Customers, and members of the public or other road users alike. When on site act as an ambassador of Selwood Limited, promoting both the Company brand products and image.
* Ensure branded work clothing is worn at all times and comply with all PPE requirements either by Selwood or specific customer site regulations.
* Communicate accurately to your supervisor, work colleagues and customers on job specifications when required e.g. ETA’s and missing and damaged items, obtaining signatures and names when delivering/collecting.

**Relief Driver:**

* Carry out a visual risk assessment prior to loading and unloading activity taking place, including a risk assessment of any parking/stopping place.
* Ensure all loading and unloading activity is carried out in a safe and efficient manner. All loads are to be positioned and secured safely and correctly to avoid overloading any of the axles and to avoid any possibility of the load moving during transit. This could include manual handling of hoses.
* Provide safe installation of pumping equipment by the use of lorry mounted crane.
* Carry out daily maintenance and defect checks of the vehicle in accordance with the Daily Vehicle Defect Check Report and report any defects promptly to the Manager. Continually monitor the vehicle throughout the day for any signs of defects developing, e.g.: any warning lights illuminating on the dash etc.
* Be aware of the dates for the scheduled 6-weekly safety inspection timetable and liaise with the Manager, and garage to help organise booking the vehicle in to have these inspections carried out.
* Vehicle exterior to be washed and cab interior to be cleaned and swept out weekly so that vehicle is clean and presentable at all times. Load bed area is also to be kept tidy and swept regularly (i.e. after each load is unloaded) to ensure no loose debris can cause a hazard to other road users or to the public or may cause a slip or trip hazard for the driver when working on the load bed area.
* Ensure that the Vehicle logbook is maintained and held securely in the Vehicle cab. Crane maintenance schedule and operating instructions must be placed in the log along with the LOLER test certificate for the crane, slinging, and plant securing accessories including a ladder.
* Submit accurate mileage readings every time the vehicle is filled up with fuel.
* Understand that Company vehicles may be fitted with a satellite tracking device. As well as asset control, this has the benefit of identifying the position of any vehicle/driver that has got into difficulties, in lone worker situations for example.
* Ensure all items and quantities are matched to Branch paperwork, unless there are discrepancies upon collection which must be noted and signed for by the hirer or his representative.
* Carry out work in compliance with Department of Transport Regulations and The Highway Code, having regard for personal safety, the safety of the workforce and the general public.
* Ensure an understanding of, and full compliance with, Tachograph operation and drivers’ hours’ legislation, including digital tachographs.
* Maintain an understanding of, and full compliance with, the Working Time Directive for mobile workers. Employees must observe all statutory break periods defined under the WTD for mobile workers and must set the tachograph to record all breaks. Driver’s hours rules must also be observed and take priority over WTD rules meaning that if a break is not due under WTD rules but is due under Drivers Hours rules then the break must still be taken.
* Adhere to all Company Policies, Procedures and Statutory Requirements, in particular to the Company Vehicle Policy.
* Depending on the need of the business you may be required to take part on call outs and be on the rota either regularly or on an ad-hoc basis.

The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the Company’s commercial activities require.

**RESTRICTIONS & STATUTORY REQUIREMENTS**

* Must be in possession of an appropriate driving licence (below 6 points), which should be maintained in accordance with legislation and the Driver Authorisation Procedure/Company Policy. All fees associated with driving licence renewal are at the individual’s expense.
* Must be fit and able to operate vehicle without impaired vision or hearing and must comply with statutory medical standards.
* If corrected vision is required (i.e. glasses or contact lenses) then these must be worn at all times when driving or carrying out other duties (if required). This includes a CPCS Competent Operator Card category A36A (Lorry Loader Crane with hook).
* Must attend Driver JAUPT approved CPC training to accumulate 35 hours of training within a five-year period to qualify for the Driver Qualification Card.
* Must be over the age of 21 years (for insurance purposes).

**QUALIFICATIONS & EXPERIENCE:**

**Essential**

* Full LGV Class 2 driving licence (no more than 6 points).
* Full Clean UK driving licence.
* Previous experience of driving within a similar industry.
* Over 21 years of age (for insurance purposes).
* Compliant with statutory medical standards and physically fit to climb up onto lorry bed and to ensure secure loading and strapping down of load.
* Good hands-on installation/assembly skills.
* Demonstrate a willingness to help in the yard, as well as drive, with the ability to fully embrace the dual aspects of this role.
* Comfortable working in a fast-paced, high-pressure environment.
* Ability to act proactively whilst maintaining a methodical, organised, attention to detail approach.
* Excellent interpersonal and communication skills, with a confident and positive approach while engaging with internal and external stakeholders, including customers.
* Working knowledge of tablet devices, with the ability to check and input information.

**Preferred**

* Digital Tachograph Driver Card.
* Current Lorry Loader Crane Operators licence.
* Current Counterbalance Forklift truck licence is preferred, although not essential as training can be provided.
* Plant Loader/Securer certificate.
* CPCS Lorry Loader OR CPCS Loading and Securing.
* Driver Qualification card and/or Periodic CPC Certification.
* First Aid Certificate.
* ADR Qualification.