**SELWOOD LTD**

**POSITION DESCRIPTION: LGV Driver (C&E)**

**LOCATION:** Branch

**POSITION PURPOSE:** To load, deliver and collect pumps and associated equipment between branches and customers’ sites in a safe, professional and efficient manner.

**RESPONSIBLE TO:** Branch Manager

|  |  |  |
| --- | --- | --- |
| **REGULAR CONTACTS:** | **External** | Customers – new, existing, and National accounts Suppliers  Local Business Groups |
| **Internal** | SHEQ Team  Fleet Support Managers  Solutions Director, PMs and Solution Teams  Installation and Electrical Managers and Teams  All Departmental Managers  Operational Managers  Client Services including all associated partners (Speedy)  Branch Team |

**MAIN RESPONSIBILITIES:**

* 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.
* Carry out a risk visual assessment prior to loading and unloading activity takes 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.
* 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 always clean and presentable. 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. All maintenance schedules 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.
* 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.
* Submit accurate mileage readings every time the vehicle is filled up with fuel.
* 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.
* 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.
* Communicate accurately to your immediate supervisor, work colleagues and customers regarding certain job specifications when required, e.g. ETA’s, missing and damaged items. Obtain signatures, full name, date and times when delivering and collecting.
* Ensure branded work clothing is always worn and comply with all PPE requirements either by Selwood or specific customer site regulations.
* Carry out any specific tasks as detailed by your immediate supervisor in accordance with the Company Policies and Procedures Including working alongside the Installations team onsite assisting the installations.
* Must be comfortable with required nights away, with nights out in the cab.
* Must be willing to work in the local branch completing basic labouring tasks when no driving work available.

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.

**QUALIFICATIONS & EXPERIENCE:**

* Full C+E Class 1 HGV Driving Licence with no more than 6 points
* Current Lorry Loader Crane Operators Licence
* Valid Digital Tachograph Driver Card
* Ideally 2+ years in a similar industry
* Over 21 years of age (for insurance purposes)
* It’s vital that you are compliant with the statutory medical standards for HGV and can climb up onto a lorry bed to ensure secure loading and strapping down of a load.
* Current Counterbalance Forklift licence would be preferred.
* Driver Qualification card and/or Periodic CPC Certificate is preferred
* Ability and willingness to travel within and throughout the UK as and when necessary.
* Compliant accurate record keeping is important to this role
* Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach.
* Flexibility to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all
* Understanding of all SHEQ requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe.