

## **Job Description and Person Specification**

<b>Date Effective</b>	
<b>Job Title</b>	Vehicle Driver
<b>Based at</b>	Central London - Mobile and at Storage Facility
<b>Reporting to</b>	QHSE / Store Manager
<b>Direct Report(s)</b>	Not applicable
<b>Working Relationships</b>	Colleagues, clients, suppliers
<b>Job Summary</b>	To ensure all driving tasks are carried out efficiently and professionally, prioritising while adhering to Health and Safety Regulations.

### **Key responsibilities and Accountabilities:**

1. Ensure vehicle is in safe condition, legally roadworthy and report any problems
2. Assist in clearing of waste materials from sites
3. Dispose of waste materials when required
4. Adhere to all Health and Safety and Environmental rules
5. Carry out any other reasonable driving task as requested
6. Keep fully detailed records of works/duties to allow accurate job costing
7. Organising the most efficient route from pickup point to drop off point
8. Manage stock in absence of Store Manager
9. Control location and condition of plant in absence of Store Manager
10. Ability to work with little supervision
11. Organising multiple drop-offs and deliveries in each working day
12. Supervising and assisting with the loading and unloading of deliveries
13. Good communication skills
14. On occasions, deliveries/clearances may be required on a weekend.

### **Competencies**

<b>Competence</b>	<b>Level</b>				
	1 – not required	2 – rarely required	3 – sometimes required	4 – required most of the time	5 – required all the time
<b>Technical</b>	1	2	3	4	5
<b>Communication/Teamwork</b>	1	2	3	4	5
<b>Communication/External Awareness</b>	1	2	3	4	5
<b>Teamwork</b>	1	2	3	4	5
<b>Resource Management</b>	1	2	3	4	5

**Personal Attributes/Aptitude/Skills**

Personal attributes/aptitude and skills	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• HGV License</li> </ul>	
<b>Experience needed for this role</b>	<ul style="list-style-type: none"> <li>• Must be experienced driving in Central London</li> </ul>	
<b>Personal attributes needed for this role</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Enthusiastic</li> <li>• Good timekeeping skills</li> </ul>	
<b>Aptitude needed for this role</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Basic numeracy and literacy</li> <li>• Friendly and professional demeanour</li> </ul>	
<b>Skills needed for this role</b>	<ul style="list-style-type: none"> <li>• Planning and prioritising</li> </ul>	

Email your CV to [careers@sykes1759.co.uk](mailto:careers@sykes1759.co.uk)