

Rykneld Homes Ltd.

Job Description

Division: Property Services | |

Post: Driver

Post No.: RH424

Responsible To: Supervisor

Subordinates: None

Primary Function of Post

To provide an effective driving, collection and delivery service in support of Property Services, including the transportation of materials, tools, equipment and waste to and from depots, suppliers, sites and approved recycling or disposal locations.

Post Specific Tasks

- Collect, transport and deliver materials, tools, plant, equipment and other resources between depots, suppliers, operational sites and tenant homes as required.
- Load and unload vehicles safely, ensuring materials, equipment and waste are secured, handled and transported in line with safe working practices.
- Collect waste materials from sites and transport them to the appropriate authorised location for reuse, recycling or disposal, ensuring Rykneld Homes' environmental procedures are followed.
- Support effective stock control by collecting and returning surplus materials, assisting with stock issues and ensuring materials are available where needed to support service delivery.
- Complete daily timesheets and mobile handheld records accurately.
- Complete vehicle logs, carry out daily vehicle checks before commencing duties, keep the vehicle clean and roadworthy, and report any defects promptly in accordance with procedures.
- Transport personnel, where required and agreed by management, between depots and operational sites in support of daily service delivery.
- Complete requisitions, collection notes, delivery notes, waste transfer records and any other documentation required for materials, stock or waste movements.
- When not engaged on driving duties, provide practical support to Property Services teams as directed.

- Undertake any other duties associated with the post which are consistent with the nature, level and responsibility of the role, as may be reasonably allocated by management from time to time.

General Tasks

To be responsible for the following;

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attend any relevant training courses as required.
- Develop and foster positive professional relationships with colleagues and external contacts.
- Make suggestions to improve the working situation within own area of work and Rykneld Homes as a whole.
- Adhere to Rykneld Homes Ltd. standards of behaviour and Code of Conduct.
- To ensure that the services we deliver are Customer focused and responsive to local needs, demonstrating that encouraging involvement and feedback is an integral part of the service Rykneld Homes provides.
- It will be necessary to work with information technology and associated systems in accordance with Rykneld Homes' policies.
- To co-operate with Rykneld Homes in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Rykneld Homes Equal Opportunities Policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the Rykneld Homes environmental policies.

This Job Description is issued as guidance on the duties and responsibilities which are applicable at this time. It does not form a term within the Contract of Employment.

Ryknel Homes Ltd.

Person Specification

Post: Driver
Division: Property Services
Location: No fixed base

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
<u>1. Experience</u> 1.1 Driving experience in the building trade 1.2 Experience of heavy lifting work		✓ ✓	AF/I	
<u>2. Qualifications and Training</u> 2.1 Full Driving Licence	✓		AF/I	
<u>3. Special Skills and Knowledge</u> 3.1 Basic numeracy and literacy		✓	AF/I	
<u>4. Personal Qualities</u> 4.1 Physically demanding work involving lifting and carrying. 4.2 Able to work outdoors in all weathers 4.3 Punctuality and work efficiently between jobs	✓ ✓ ✓		AF/I AF/I AF/I	

Key

AF = Application Form
CQ = Certificate of Qualification
I = Interview
R = References
AC = Assessment Centre

