

JOB SPECIFICATION

1. POST

Post:	HGV DRIVER
Depot / Department:	READING DEPOT
Ref:	GPL/GP090
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Responsible to:	Kevin Manley – Service Manager
Liaising With:	Depot/Head Office Staff and Management Team.

3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- To deliver, collect and return Generators and Ancillaries to customer sites throughout the UK;
- To ensure a high quality of service to our customers;
- Ensure complete customer satisfaction.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- Load and unload Vehicles.
- Operate forklift truck.
- Deliver Generators and ancillaries to site and collect Generators and ancillaries from site.
- Assist engineers on site.
- Refuelling Generators on site and in dept.
- Carry out general housekeeping to ensure work areas are tidy.
- Installation and dismantle of Generators on customer sites.
- Completion of daily vehicle inspections and reporting defects to transport department.
- Completion and submission of all company paperwork as per procedure.
- Safeguard all Company assets; nothing leaves the depot without correct paperwork. .
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer's guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies.
- Treat all other employees and all our customers professionally and with respect.
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute.
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications.
- Proactively contribute to the company's policy of continuous improvement.
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team.

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications/Skills required:		
- High school or equivalent. - Class 1 HGV (Essential) - CPC full 35 hours of drivers Periodic training - until 09.09.2019 or later	E E E	
- ADR or working towards it (All classes include tanks + other than tanks) - Fork Lift Truck Licence - HIAB /Lorry Loader Licence	E	D D
Experience required:		
HGV Driving experience	E	
Specialist training required:		
N/A		N/A
Personal characteristics/Attributes required:		
- Must be flexible as the job involves unsociable hours - Good communication skills and the ability to connect naturally with people - Work well on own initiative and as part of a team - Ability to ensure the work gets done in a timely and effective manner - Ability to follow Company policy and procedures. - Ability to understand and implement written and verbal instruction. - Self-motivation	E E E E E E E	

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:

Vacancies@generator-power.co.uk

CLOSING DATE:

30th January 2018