**JOB DESCRIPTION**

# POSITION: General Driver LGV Category C+E

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**REPORTING TO:** Transport and Operations Manager

**SALARY:** Salary will reflect relevant qualifications, training and experience.

**HOURS OF WORK**: Monday – Friday 7.30 am – 5.00 pm. Overtime may be required. May include shift work.

**LOCATION:** 94-96 Hillsborough Road, Carryduff and or

 116-120 Duncrue Street, Belfast, BT3 9AR.

**HOLIDAY ENTITLEMENT**: 28 days which includes 8 bank holidays

**OVERALL PURPOSE OF THE JOB:**

To ensure service equipment used for transportation of waste is operated in a safe and

secure manner to minimize risk to the public and the environment.

**AREAS OF RESPONSIBILITY:**

* To fully comply with Terms & Condition established for this position.
* To ensure issued/received Personal Protection Equipment is maintained in a
* hygienic condition and always used throughout the course of your related duties.
* To implement instructions given to you by your direct Line Manager.
* To fully comply with Company Quality Safety & Health & Safety policy and procedures related to your position.
* To ascertain description and quantity of waste to be extracted for treatment concurs with service documentation.
* To ensure wastes are transferred safety and securely for treatment within the Company and Customer Waste Treatment Plants.
* To complete and return all process documentation to the Service Department for processing of service orders completed.
* To implement regular inspections of operational and transport equipment and submit documentation as prescribed by the Service Manager.
* To carry out such further tasks and duties as may from time to time be delegated by your Line Manager.
* Be prepared to work overtime, and shifts.
* To carry out such further tasks and duties as may from time to time be delegated by your Line Manager.
* The above is not an exhaustive list of duties and you will be requested to perform different tasks as necessitated by your changing role within the organisation and overall business objectives of the organisation .

**PERSONNEL SPECIFICATION**

# POSITION: General Driver LGV Category C+E

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|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/****ATTAINMENTS** | General LGV Category Class C+E Must possess a Driver qualification Card. | CSR Card or other relevant health & safety qualification. |
|  | **RELEVANT EXPERIENCE** | Have at least 2 years driving experience. |  |
|  | **SPECIAL ATTRIBUTES** | The ideal candidate will be a good communicator, be able to use own initiative and work as part of a team. They will be able to take on new challenges and will be keen to learn new skills and responsibilities in all aspects of the business. Candidates should be aware that this role will entail some Manual Labour. |  |
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|  | 4 OTHER SPECIAL ATTRIBUTES | Must be reliable and have a good timekeeping and attendance record. Must be available to work overtime as and when required, this may include shift work. |  |