

## JOB DESCRIPTION

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| <b>Position/Title</b>          | <b>HGV Class 2 Driver</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                        |
| <b>Department</b>              | Transport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                        |
| <b>Location</b>                | Station Road, Blackrod, Bolton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                        |
| <b>Hours</b>                   | Monday to Friday 6.30am to 5.15pm<br>Alternate Saturdays 7.00am to 12.30pm are also required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                        |
| <b>Job Banding</b>             | Band 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                        |
| <b>Reports to</b>              | Transport Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                        |
| <b>Other Key Relationships</b> | Operations Director<br>Managing Director<br>HGV Workshop Manager<br>HGV Mechanic Team<br>Waste, Commodities & Planning Manager<br>Logistics Planners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Strategic Waste Account Manager<br>Weighbridge Team<br>Yard Supervisors<br>Yard Staff<br>Health, Safety & Compliance Team<br>Customers & Third Parties |
| <b>General Summary</b>         | To drive and operate a variety of waste collection vehicles, large and small, across various locations, observing health and safety requirements and being responsible for the safety of equipment, stock, self and members of the public and their property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
| <b>Core Responsibilities</b>   | <ul style="list-style-type: none"> <li>Operate within the company policies, procedures and staff handbook guidelines.</li> <li>Follow and adhere to company health and safety rules in all aspects of driver requirements.</li> <li>Interact with customers and represent the company in an appropriate and professional manner.</li> <li>Complete recorded pre-use and after-use checks on the vehicle and report any issues identified through the proper channels.</li> <li>Drive the company vehicle in a safe and professional manner.</li> <li>Fully understand the Road Traffic and Working Time Directive Regulations.</li> <li>Complete the daily work schedule in line with the customer and company objectives.</li> <li>Liaise and communicate with customers, members of the public, Transport Office, Weighbridge, management and site functions to overcome issues as they arise.</li> <li>Maintain and improve the company brand standards through personal presentation and vehicle presentation.</li> <li>Any other duties commensurate with the role as instructed by the Transport Manager, or Waste, Commodities &amp; Planning Manager.</li> </ul> |                                                                                                                                                        |
| <b>Health and Safety</b>       | <ul style="list-style-type: none"> <li>All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors.</li> <li>Challenge staff and site visitors who do not follow the site safety procedures.</li> <li>Assist in maintaining the health, safety, and welfare of people (including yourself)</li> <li>Follow the Company guidelines in reporting faulty or defective equipment.</li> <li>Ensure all staff, customers and visitors are wearing the appropriate PPE.</li> <li>Report any risks or near misses to the Health, Safety &amp; Compliance Manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                        |

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| <b>Personal and Professional Development</b> | <ul style="list-style-type: none"> <li>Undertake any necessary activities to ensure that your own professional qualifications are maintained.</li> <li>Ensure ongoing personal and professional development by participating in performance reviews as requested.</li> <li>Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.</li> </ul> |
| <b>Confidentiality and GDPR</b>              | <ul style="list-style-type: none"> <li>All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018.</li> <li>Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.</li> </ul>                                                            |
| <b>Governance</b>                            | <ul style="list-style-type: none"> <li>Support the Company to work within the specific regulations such as governance and frameworks for the industry.</li> </ul>                                                                                                                                                                                                                                           |
| <b>Policies and Procedures</b>               | <ul style="list-style-type: none"> <li>All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson &amp; Sons (Horwich Ltd), without exception.</li> </ul>                                                                                                                                                                                             |
| <b>Company Values</b>                        |                                                                                                                                                                                                                                                                                                                           |

| PERSON SPECIFICATION          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                        |
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|                               | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DESIRABLE                                                              |
| <b>QUALIFICATIONS</b>         | Relevant category driving licence<br>Holds a driver digital tachograph card<br>Holds a driver CPC card                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                        |
| <b>EXPERIENCE</b>             | Proven working experience as an HGV driver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Experience within the recycling, waste, or comparable plant industries |
| <b>SKILLS &amp; KNOWLEDGE</b> | Ability to quickly learn new tasks and follow instruction<br>Able to quickly assess issues and problem solve<br>Excellent verbal and non-verbal communication skills<br>Ability to build excellent working relationships and gain respect and confidence of others<br>Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation<br>Able to work proactively, independently and on own initiative<br>Good attention to detail<br>Adaptable and able to work effectively as part of a team<br>Ability to work collaboratively with other areas of the business to maximise productivity<br>Able to react quickly and positively to instruction from management |                                                                        |

|              | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DESIRABLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>OTHER</b> | <p>Good driving record with no traffic violations</p> <p>Demonstrates respect and care for company property and resources</p> <p>Able to carry out work which requires lifting/pulling, heavy lifting and physical effort</p> <p>Demonstrates commitment to own learning and development</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Reliable, punctual, and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson &amp; Sons</p> |           |