

## Job Description

<b>Title</b>	<b>Class 1 HGV Driver - Days</b>
<b>Reporting to</b>	<b>Logistics Coordinator</b>
<b>Salary</b>	<b>TBC</b>
<b>Role</b>	<b>Full Time, Permanent 50 hrs p/w– split over a 7-day period. You may also be required to work additional hours, nights, and weekends on occasion, not exceeding an average of 48 hours per week over a certain reference period</b>
<b>Location</b>	<b>Newport, South Wales</b>
<b>Benefits</b>	Pension scheme, SAYE scheme, Cycle to Work scheme, Occupational Health scheme, Private Health Care scheme, Life Assurance, Training, Employee Assistance Programme inc. Exclusive Offers - An online portal offering vouchers and discounts & 25-day Annual Leave plus Bank Hols.

### Job brief:

The successful candidate will work within a leading supplier of fully approved temporary and permanent concrete barriers, including road safety barriers, hostile vehicle mitigation systems (HVM), perimeter fencing, concrete security barriers and access gates.

We are currently the sole contractor for the National Barrier Asset (NBA), a framework agreement to deploy HVM on behalf of counter terrorism policing HQ.

### Purpose of the role:

As an HGV Driver on the day shift, your primary responsibility is the safe and efficient transport and delivery of our product to various construction and roadwork sites. This role is essential in supporting road safety projects by ensuring that these critical safety components are delivered on time, subsequently allowing for an apt installation.

### Key Accountabilities & Responsibilities:

- Transportation of goods across land to and from distributors or to motorway and highway locations taking the quickest and safest route possible to meet delivery schedules
- Ensure you will comply with all EU Drivers rules and regulations as well as all company policies and procedures
- Complete daily and weekly vehicle defect sheet – all “Nil” defects must be reported
- Report any vehicle, trailer, or plant damage immediately
- Must have a working knowledge of what they can and cannot tow (it is the drivers’ responsibility not to exceed the maximum weight)
- Ensure all loads are always safely secured
- Report any breakdowns to the Fleet Manager
- Always ensure the vehicle is parked safely and securely, never leaving it unlocked and with the keys in the ignition
- Vehicles and trailers must always be parked in secure compounds overnight and in accordance with Operating Centre rules
- Report all accidents and near misses to the Fleet Manager
- Complete Accident Report Form on-site as and when required, and issue any third-party information also when necessary
- Ensure vehicle is always checked and accepted by the Fleet Manager when handing back after any incident
- Behave in a professional manner and drive courteously and safely at all times
- Always dress appropriately for the duties you are assigned
- Ensure any documentation including POD’s and timesheets are produced efficiently and accurately
- Always ensure correct Personal Protective Equipment is worn and is in a clean and presentable condition, in accordance with any site rules
- Refrain from climbing on trailer beds without a fall arrest fitted
- Ensure vehicles and equipment are always kept in a clean and serviceable condition
- Refrain from smoking in any company vehicle at any time (this is not permitted)
- Participate in drug and alcohol testing as per company policy

### Workforce Agreement:

- Under the working time rules and regulations there is a 10-hour working time limit in any 24-hour period, if there is any work carried, which includes driving, during the night time period. The only exception to this is if there is a relevant workforce agreement in place to work longer.  
Your line manager will inform you of this and provide you with a copy of any relevant workforce agreement, upon request.

# Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V=CV                      I = Interview                      C = Certificate                      T = Test                      R =Reference

	Essential	Desirable	Category
<b>Qualifications</b>			
Drivers CPC	C		
HGV Driving Licence	C		
Digital Tachograph drivers' card	C		
<b>Experience</b>			
In an HGV Driver role previously	V, I, R		
Proof of Delivery equipment		I	
<b>Knowledge</b>			
EU Drivers Hours rules	I		
Working Time Directive rules	I		
HGV Drivers rules and regulations	I		
<b>Skills</b>			
Adaptability and foresight to handle unexpected situations (traffic, weather conditions)	I		
<b>Additional Attributes</b>			
Ability to work as part of a team as well as using their own initiative	I		
Full UK driving licence	I, C		

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.

Name:

Signature:

Date: