

RK BELL
JOB DESCRIPTION



Civil Engineering - Surfacing - Plant

Job Title:	HGV 2 Road Sweeper Driver/Operator
Reports to:	Plant and Transport Director
Job Summary:	To drive a road sweeping machine, including carrying out daily maintenance checks and reporting relevant issues.

MAIN DUTIES AND RESPONSIBILITIES:

- Carry out daily maintenance and checks on the allocated machine, reporting any defects. Emptying and washing sweeper in the allocated area
- Driving and operating the machine safely round the required areas and to the required discharge point
- Responding politely to approaches from contractors & members of the public
- Ensuring that areas on the relevant round are cleaned in accordance with policy
- Carrying out manual sweeping where areas are not accessible for the sweeping machine, litter picking and collection of other materials as required
- Reporting accidents and incidents as required
- Maintaining records as required
- Cover absences for sweeper drivers based out at Hinkley Point C

Key Responsibilities

- To ensure that all areas on the round are cleaned as directed
- To seek to ensure that all contractors and members of the public receive a professional & courteous service from us

Qualifications & Experience

- In date CSCS Card
- HGV2 licence
- Sweeper driver certificate would be advantageous, but training will be given
- Driver CPC
- Full Driving License
- Triple Bar, DBS check & EDF vetting would be advantageous
- Problem solving skills, communications and customer relations
- Physical fitness and stamina

Health, Safety & Environment Responsibilities

Employees are responsible for ensuring they fully understand the health and safety risks involved in their work activities and their responsibility to apply the controls needed to manage those risks to acceptable levels. Similarly, where work activities can have an adverse impact upon the environment, and particularly where there are legal requirements, employees are responsible for understanding those impacts and the controls they must ensure are applied.

TERMS AND CONDITIONS

- Salary: £12.50per hour
- Hours of work: The basic working week is 40 hours, unless otherwise instructed; however, you will be expected to work the hours necessary to complete your allocated duties.
- Annual leave: 20 days + 8 public holidays per annum
- Pension: You will be given the opportunity to join the RK Bell Pension Scheme so long as you meet the auto-enrolment criteria.
- Performance Review: Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.
- Equal Opportunities: At RK Bell, it is our stated policy to treat all workers and job applicants equally and fairly, irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('protected characteristics' as per the Equality Act 2010).
- Critical Medical: You will be expected to undertake an assessment of fitness for safety critical work only where it is necessary, or when requested by the main contractor.
- Drug & Alcohol: RK Bell reserves the right to carry out alcohol and drugs testing on all employees in the workplace.
- Health & Safety: You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with current legal and organisational safety regulations.

I have read, understood and accept the contents of the job description

Signed: Dated:

Print name: