

Northumberland County Council

JOB DESCRIPTION

Post Title: General Driver	Director/Service/Sector: Community & Environmental Services		Office Use
Band: 2	Workplace: Transport Division		JE ref: 338
Responsible to: Transport Supervisor	Date: 1 October 2007	Lead & Man Induction:	
Job Purpose: Drive a range of vehicles and carry out general labouring duties in relation to the contracts held by the Transport Division.			
Resources	Staff	None	
	Finance	None	
	Physical	Responsible for the safe use and care of allocated vehicles. Responsible for the safe delivery of equipment, materials, goods and personnel.	
	Clients	Responsible for the safety of clients when they are using the transport	
Duties and key result areas:			
Under the general direction of a supervisor:			
<ol style="list-style-type: none"> 1. Drive a range of vehicles and undertake a number of general delivery, distribution and labouring duties in relation to the contracts held by the Transport Division. 2. Drive to sites throughout the County as directed or by following pre-determined routes to collect, load and deliver cash, equipment, materials, goods, personnel and clients. 3. Load and unload the vehicle, including the light removal of goods, furniture and fittings, clients with and without wheelchairs or walking aides, ensuring that whatever is being transported is handled and secured safely at all times. 4. Ensure that only County Council employees or clients are carried and even then only if seats and seat belt restraints are available and used by the passenger. 5. Operate ancillary powered handling equipment such as grabs, hoists and lifts in accordance with manufacturers or suppliers instructions. 6. Take reasonable care for health and safety at work, following issued instructions, prevailing legislation, license restrictions and County Council systems and procedures at all times. 7. Maintain detailed and accurate work records in accordance with established systems and procedures. 8. Keep the allocated vehicle in a clean, tidy and safe condition. Vehicle to be washed weekly. 9. Carry out routine vehicle inspections to ensure safety and roadworthiness and report any defects using appropriate documentation. 10. Clean and valet fleet vehicles as required. 11. Assist with the collection and delivery of fleet vehicles. 12. Any other duties as may be required from time to time. Participating in the team working environment and delivery of services within the Transport Division. 			
Work Arrangements			
Physical requirements:	Regular moving and handling of clients, goods, equipment and materials using mechanical aids where provided.		
Transport requirements:	Transport provided for nearly all work activities.		
Working patterns:	Normal working week, Monday to Friday, with occasional evening, weekend and emergency call out work.		
Working conditions:	Some outside working in a range of weather and traffic conditions.		

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PERSON SPECIFICATION

Post Title: General Driver	Director/Service/Sector: Community & Environment	Ref: 338
Essential	Desirable	Assess by
Qualifications and Knowledge		
No qualifications other than a UK Driving Licence. A local knowledge of Northumberland, its towns and its road network.	An awareness of the Health & Safety issues relating to driving and transportation.	
Experience		
Previous experience of working as a Driver.	Previous experience of working as a Delivery Driver	
Skills and competencies		
Basic numeracy and literacy Clear, legible handwriting Good customer care skills Able to understand, interpret and follow written instructions. Ability to drive a variety of work related general-purpose vehicles up to 3 tonnes.	An HGV or PSV licence.	
Physical, mental and emotional demands		
Largely sedentary, with periods of physical exertion some with a high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Limited contact with, or work for, others leading to few emotional demands. Ability to work outdoors in all weather conditions.		
Motivation		
Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training	
Other		
UK Driving Licence Legally required to undergo regular occupational health checks. Annual licence checks. Able to satisfy ISA and CRB requirements		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits