

# Full/Part Time Yard Person / Delivery Driver Job Description

*Note - This is not intended to establish a total definition of the job, but an outline of the duties.*



## JOB DETAILS

Job Title - Yard Person / Delivery Driver

Responsible to - The Contracts Director/Contracts Manager or when out on site, the Landscape or Grounds Maintenance Foreman who is responsible for the site that you are working on and ultimately to the Managing Director.

Responsible for - An occasional operative who you may need to assist you.

Working Hours - The basic working hours for our teams are 08.00 to 16.30 Monday to Friday with a half an hour lunch break (unpaid) and a 15 minute paid morning break. To help us to attract the ideal candidate for this position, we can be flexible, and we are therefore happy to offer either full time or part time hours by mutual arrangement. As our teams meet in our yard at 07.15 each morning however, to ensure that the yard is unlocked and ready for them you would be required to start at 07:00. Weekend overtime is normally available should you wish to work additional hours.

Qualifications Required - Other than holding a full current driving licence, no formal qualifications are required. If however you have gained relevant qualifications such as those listed below you may be entitled to an enhanced pay rate:

- A formal qualification in small engine/equipment maintenance
- Current CSCS Card
- Category C1 driving licence entitlement (or pre 1997 full driving licence) to drive a 7.5t lorry.
- Category C1 + E driving licence giving entitlement tow a trailer with a 7.5t lorry.

We do not anticipate that you will have all the above qualifications and further training will be provided as necessary.

Experience Required - Applications will be welcomed from candidates who have gained relevant experience through working for either a landscape or grounds maintenance contractor or a similar organisation. It is essential that you have good general machinery and tool service/repair experience. Whilst we will be happy to provide training, within three months we would expect you to be able to unload deliveries using the pallet forks on our JCB, and to be able to load lorries/trailers either with the pallet forks or the front bucket of the JCB. We would also expect you to be able to scrape and clean up the yard using a mini excavator. Whilst not essential, if you have previous yard person/stock control experience this would also be an advantage.

## **JOB SUMMARY**

As our Yard Person / Delivery Driver you will be responsible for supporting all our teams through ensuring that our yard is operated efficiently thus ensuring that our teams have available to them the necessary well maintained plant, equipment and materials at all times, but most importantly, at the start of the day so that they can collect what they need and leave for site each morning with the minimum of delay.

Our contracts are typically on large public, commercial, industrial and housing sites geographically spread throughout South Wales and South West England. We do not generally undertake any domestic contracts for private individuals. Our landscape construction contracts are typically associated with new commercial buildings, roads or reclamation sites, or they involve carrying out environmental improvements to established town centres, residential or industrial areas. In addition to maintaining schemes that we have put in place our grounds maintenance teams are responsible for maintaining a large number of established housing association properties that range from small sheltered housing complexes for elderly persons through to housing estates exceeding 400 units. Our sports projects are often associated with schools or public parks.

## **KEY TASKS**

Liaising with the Contracts Management staff and the Contracts Supervisor/Landscape Foremen/Grounds Maintenance Foremen directly to ensure that congestion and staff downtime in the yard in the mornings is reduced to the minimum through:

- Unlocking and opening up the yard before the teams arrive each morning and ensuring that the yard is locked up again at the end of each day.
- Ensuring that plant/equipment and materials from the yard are organised wherever possible in advance and loaded onto trailers the day before so that our teams can just hitch up and go in the morning.
- Ensuring that the yard and plant shed/workshop are maintained in a tidy and organised manner so that everything can be found quickly and that throughways remain clear of obstructions.
- Ensuring that vehicles and trailers are unloaded when they return to the yard in the evening as unloading in the morning is a major cause of congestion.
- Ensuring that our tools and equipment are formally allocated out to teams and then checked over and formally recorded as returned when each team has finished using them.
- Ensuring that our tools and equipment are maintained in a clean and serviced condition thus minimising the likelihood of breakdowns on site, or the frustrations of having to use poorly performing equipment on site.

Receiving yard deliveries, checking them against the suppliers delivery note and either storing the materials appropriately or making them available to site teams if they have been purchased specifically for a project.

Collecting plant, equipment and materials using our transport (van, trailer or 7.5t lorry) from suppliers where it is more economical for us to do so or where it is not possible to arrange for supplier delivery and bringing them back to our yard or delivering directly to site as appropriate.

Formally booking out materials so that the appropriate costs can be allocated to each project.

Maintaining an up to date list of the materials that we currently hold in stock and ensuring that wherever possible materials are used from stock rather than purchased from suppliers.

Assisting to ensure that our fixed assets register is maintained up to date with additional equipment purchases and the disposal of old equipment.

Assisting with the routine maintenance and repair of our in house plant and equipment through:

- Assessing equipment breakdowns to decide whether we should undertake the repair in house or via one of our approved repairers or whether the equipment should be scrapped if the repair is not likely to be economically viable.
- Undertaking minor routine servicing and repairs to our vehicles, trailers, plant and equipment and upon completion of the repair, completing an Own Plant Maintenance Repair Sheet, returning the completed sheet to the office so that our equipment maintenance records can be updated.
- Undertaking pre-use and post return checks on our own plant and recording the same on our Pre-Use/Return Plant & Equipment Inspection Report.
- Cleaning equipment that has been returned from site and re-greasing etc. as necessary to ensure that it is ready for next use on site.
- Checking that equipment issued to our teams is in good working condition at the time of issue and that it is returned in good condition and that equipment does not get lost or misused through the use of our equipment allocation sheets.
- Completing routine inspections of our pool vehicles and trailers and recording the details of these inspections on our Vehicle/Plant/Trailer Check & Defects Reports in accordance with the company procedure.

Assisting us to ensure that we always have available an adequate stock of general sundry materials such as tree ties etc.

Undertaking formal yard inspections each month in accordance with our ISO procedures.

Undertaking PAT testing in accordance with our PAT testing schedule and procedures.

## **REMUNERATION**

**Wage** – We offer a rate of pay of between £10.00 to £13.50 per hour depending upon qualifications and/or proven experience. Wage rates are reviewed annually in September. Overtime is payable at time and a quarter on weekdays and time and a half at weekends.

**Holidays** - The holiday year runs from the 1st of January to the 31st of December. In the case of a normal working week of five days, the entitlement to annual holiday relating to each holiday year, which is given as well as eight Bank/Public holidays, is 21 days, increasing by 1 day from the holiday year following completion of 10 years' continuous employment and then by a further 1 day from the holiday year following completion of 15 years' continuous employment to a maximum of 23 days. The entitlement to annual holiday will be reduced pro rata for employees whose normal working week is less than five days. Employees who join the Company during a holiday year will, until the beginning of the next holiday year, be given an entitlement to holiday calculated pro rata to the entitlement to annual holiday according to the proportion of their first holiday year in which they are employed by the Company.

**Clothing** - After you have been employed for a period of 3 months you would be issued with staff clothing consisting of trousers, fleeces, sweat shirts, hoodies and polo shirts embroidered with the company logo. The clothing is issued free of charge and replaced without charge as required if replacement is necessary if due to fair wear and tear. You will be immediately issued with all necessary protective equipment including wet weather clothing, boots, gloves etc. and provided with a storage bag for your own personal use.

**Accident Benefit Scheme** - You would be entitled to join the Accident Benefit Scheme. Under the scheme, staff members who cannot work as a result of an accident will have their Statutory Sick Pay topped up to 65% of their basic gross wage after an initial qualifying period of 3 days, for a period of up to a maximum of 2 years. Such payment will be subject to the usual deductions for Income Tax and National Insurance.

**Pension** – If you are aged between 22 and the State Pension age, you will be eligible to join the company pension scheme to which we will make a 3% contribution. The scheme includes access to an independent financial advisor for regular investment reviews to help you to ensure that your pension funds are invested wisely to maximise your investment returns.