

JOB SPECIFICATION



Position: Driver

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following divisions:

- Quarry Products
- Haulage
- Plant Hire
- House Building & Development
- Civil Engineering
- Waste Services
- Road Surfacing

Based at *Caplich Quarry Alness*, the company currently employs in excess of 175 personnel and operates out of two further depots; a quarry in Dornoch and a waste transfer station in Inverness.

Position

This is a **permanent**, position within the Haulage Department.

Job Responsibilities

As a Heavy Goods Driver, your duties include:

- Carrying out Daily Vehicle Checks.
- Completion of all necessary paperwork Daily & Weekly.
- Reporting Vehicle defects.
- Adhering to all Health & Safety Requirements.

You would also make sure that all operations are carried out in line with UK and EU laws and regulations. These govern vehicle safety, driver hours, and customer's requirements. The above list is not exhaustive

Applicant

The successful applicant will require the following skills & experience:

- C+E Licence
- Driver Qualification Card
- Digital Tacograph Card
- Skip or Hook Loader experience
- Flexible Approach to work as driving different types of vehicle will be expected.

Working Hours

The standard working week consists of the following:

Mon-Fri.

39 hours – start and finish times are not fixed.

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Remuneration

£9.20ph plus allowances/bonus

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. There is no holiday entitlement within this probationary period. Upon successful completion of the probationary period, full terms of employment contract will apply.

Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holiday's out with the fixed dates, where possible, subject to operational requirements. Staff must give a minimum of 1 months' notice of alternative holiday requests.