

JOB SPECIFICATION



Position: **Class 1-2 HGV Driver - All Vehicle Types**

Company History

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

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

Position

This is a permanent, full-time position within the Haulage Department, and will be based primarily at our Alness depot and will report to the Haulage Manager.

The successful applicant will be required to undertake training, and then carry out operations on all of the following vehicles, as the company requires:

- Bin Collection Vehicle (RCV)
- Skip Collection Vehicle (Chain Lift)
- Container Collection Vehicle (Hook Lift)
- Aggregate and Asphalt Delivery Vehicle (Tipper)
- Concrete Delivery Vehicle (Mixer)
- Road Sweeper (Brush)
- Articulated Bulkers
- Articulated Low Loaders – Not essential to this position

The role will often result in operating several of these vehicles within any working week and will require a high degree of competence and flexibility. Pay rates will increase for each category of vehicle for which successful training has been completed, AND on which the candidate is providing an effective operational option.

Principal 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.
- There will be an element of Manual Handling required.

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
- Flexible Approach to work as driving different types of vehicle will be expected.
- Be trustworthy, friendly, timeous and reliable

Working Hours

The standard working week consists of the following:

- Minimum guaranteed hours are 39hrs per week but are generally nearer 45-48hrs outside of quieter periods.
- These hours will be worked Monday to Friday which the Company will notify to you in advance.
- Start time – generally 7am, but can vary depending on requirements
- Finish time – generally 4-5pm, but can vary depending on requirements

Remuneration

Hourly Rate: £10.00 - £12.00ph, depending on classes of vehicles covered, overtime rates apply after 8hrs Mon-Thurs and 7hrs Fri

The company operates a compliant contributory pension scheme in accordance with workplace pensions legislation.

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 entitlement to take holidays 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-New Year shutdown period, May Day, and a long weekend in October. This is normally a total of 13 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.