**Job Description**

**Driver – Portable Sanitation Hire**

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| **Job Details** |

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| Reporting to: Office Manager |  | Date: 1st September 2015 |

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| Department: Lambs Lane Depot |  | Location: Wokingham |

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| Responsible for: Portable Toilet Service Driver |

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| **Job Summary** |

The Driver Operative is responsible for the Servicing of Potable Sanitation Units using a Vehicle, Tools, and PPE supplied by the company.

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| **Key Responsibilities** |

* Driving Company vehicles to client sites in a safe manner.
* Ensuring portable sanitation units are serviced in line with company standards, procedures and Health & Safety Regulations.
* Maintaining company vehicles.
* Maintaining all required paperwork in line with procedures and requirements.
* Overall duties are in line with H&S requirements.
* Inputting information into various IT supporting equipment where necessary.
* Any other reasonable task required by the company.

**Key Skills**

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team with limited supervision
* Good product knowledge upon completion of in-house training
* Excellent knowledge of Health & Safety working and be aware that this job is physically demanding with work mainly carried out outside.
* Timekeeping and attendance are essential to maintain customer demands

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |