

Clear-flow OPERATIVE

JOB DESCRIPTION

Reporting to the department manager this is a varied and demanding role undertaking work on behalf of numerous clients. It involves driving company HGV's and vans to and from sites spread across the South West and often working with customer representatives, other companies or other Clear-flow staff to provide the best possible service. There is a mixture of physical and mental demands as well as the need to present a positive image of the company. Whilst the hours are typically between 7am and 6pm Mon – Sat there are occasions when it will be necessary to work outside these times (including evenings, nights and weekends) and a flexible approach with a willingness to join out of hours rotas are needed.

General requirements are -

- Always work paying due regard and courtesy to members of the public and our customers especially their safety.
- Full training will be given for you to complete your work efficiently and safely and you must attend training as required to maintain personal qualification/competence.
- Health and Safety - you should always obey the appropriate health and safety at work requirements as per policies, procedures, method statements, site, role, and customer specifications. Additionally you should actively seek to improve safety culture (don't walk by) and report any H&S issues/accidents/near misses to your line manager immediately.
- It will be necessary to carry out full on-site risk assessments for every job.
- You should always wear the necessary PPE/uniform which will be supplied to you
- If you are responsible for a company vehicle you should always abide to the rules associated with this including the pre use checks and obeying all applicable legislation and company rules. You must hold a valid license applicable to the class of vehicle that you are needed to drive, immediately report to the Transport Manager any convictions or changes and agree to regular license checks.
- Vehicles and places of work must be left in a clean and tidy state on all occasions
- Paperwork should be completed as required to a good standard
- Excellent customer service skills are vital to the continuing success of our business and every effort must be made to provide outstanding service to all customers.

Specific duties involve -

1. To undertake tankering operations. Driving an HGV tanker to and fro locations and loading and unloading as necessary. The load maybe sewage, effluent or similar. At all times company procedures and policies must be followed. A detailed procedure will therefore be issued to the job holder and updated regularly to describe the precise process for tankering operations.
2. To undertake jetting and cleaning operations to a high standard in accordance with training and Clear-flow Ltd procedures. The role may include working in confined spaces and the use of breathing apparatus (full training will be given). Examples are –
Gully Clearing
Sewer / drain clearance including wet wells
Tank Cleaning
These activities are also covered by a detailed processes which will be issued to the job holder.
3. The job holder is expected to be flexible in order to assist/work for other departments within the company as required. You will be fully trained for all activities that you are expected to undertake but there may be a variety of these across various locations in the South West and on occasions beyond. It may even be necessary for you to stay away in your (suitably equipped) vehicle from time to time.
4. Given the nature of our work which can involve for example road closures it is often necessary to work at unsociable times and/or complete long shifts. The job holder is therefore required to have a flexible approach to hours worked and take part in emergency on call and call out rotas. Notwithstanding this the company will give as much notice as possible of any unsociable working hours.
5. The job holder is required to hold a valid and current HGV driving license including holding a current and valid driver CPC.
6. The job holder will be working with and responsible for a significant amount of equipment some of which will have a high value and be hard to replace. It is a requirement of the role to take great care of this equipment and to report any faults or damage to the department manager immediately.
7. The job holder will often be working as part of a small team and is expected to be a positive and active team member supporting their colleagues on a day to day basis.
There will also be a responsibility from time to time to be a site supervisor and liaise between customer, the on-site team and the office.
8. All paperwork and documentation must be completed accurately and neatly and returned to the office in a timely manner.
9. The job holder is required to undertake any reasonable duty or request made by their department manager or company directors.

Person Specification

Attributes Required	E / D
Current and valid driving Licence to cover HGV's (inc Driver CPC)	E
Willingness to work on site in the close vicinity of sewers	E
CSCS Card holder	E
Willingness to work flexible hours	E
Time management skills and ability to adapt to changing situations	E
Customer skills and a positive/professional attitude	E
A good team member but also able to work under own initiative and without supervision.	E
Ability to complete paperwork as required	E
Smartly Presented	E
Computer literacy	D
Experience of Confined Space working	D
ADR (Tankers) Certificate	D
Water Jetting qualification (WJA) and experience	D
Experience of using Flexline high pressure jetting or liquid ring technology	D

E – Essential D - Desired

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Dated