

Job Title: Transport Manager / HGV Driver

Hours of work: Monday – Friday plus make calls on evening & weekend to schedule any potential next day and/or weekend collections in conjunction with the Assistant Transport Manager.

Job Opportunity

Within this dual role we are looking for an aspiring Transport Manager. The role will involve driving for 3 days a week, with 2 days a week spent with our current Transport Management team where you will be taken through a training and development programme to enhance your skills and experience within a management position. This role is part of the company succession growth plan. It is envisaged that the role will take over full responsibility as Transport Manager within 12 – 18 months.

Listed below are the key duties of each of the roles. We are looking for candidates who are qualified and experienced drivers, who are looking for a change in career within a Transport Management position.

Transport Manager – Job Description (Full training programme will be implemented to support the successful candidate in achieving the job role requirements and responsibilities).

Reporting directly to the Operations Director, the job holder will be responsible for assisting in the safe and efficient operation of the Company's collection services and the defined areas of responsibility within the business. The jobholder will ensure full compliance with all legislation regarding the driver's activities. The job holder must make every effort to ensure, through the operations team and Assistant Transport Manager that all customers receive a high standard of service on the due day by using and managing resources available to them.

Key duties

The overall management of the Transport department in line with the company growth plans.

Ensure a high level of motivation, discipline and morale is maintained and that individual potential is encouraged and developed through regular training needs review. Additionally, the Transport Manager will be responsible for: -

- Ensuring that all transport compliance and procedures are always complied with in a fair and consistent manner. You will be responsible for making sure that all drivers adhere to driving legislation at all times.
- That all vehicles are serviced and maintained in a fit and road worthy condition at all times in accordance with the Company's Operating License requirements.
- Working with the Assistant Transport Manager in managing fleet operations - maximising output, cost efficiency and customer satisfaction
- Instrumental in the recruiting of drivers with the Resourcing Director
- Planning vehicle and fleet requirements in line with the growth of the company
- Conducting daily debriefing to all drivers in the absence of the Assistant TM.

- Ensuring that the vehicles are prepared at all times for any unscheduled checks and inspection by the Board of Directors or any representative of a regulatory authority.
- Representing the Company where engagement with DVSA, Traffic Commissioner etc is required.
- Ensure risk assessments are kept to date.
- Maintain FORS accreditation on an annual basis.
- Monitoring, recording and submitting digital tachograph data in line with industry norms.
- Delivering, through the drivers, and operations team an agreed service level in line with Company KPI's.
- Working closely with the Assistant TM and operations department that all vehicles are routed effectively and efficiently, bearing in mind current disposal prices and operating costs.
- Achieve fleet productivity targets.
- Managing holidays and driver attendance with the Assistant Transport manager and acting upon absences in line with Company policy.
- Conducting regular meetings/toolbox talks with the Assistant TM for drivers to encourage feedback and to share new ideas in a consistent manner.
- Managing all mobile site workers hours, ensuring they are recorded strictly within the legal regulations in force.
- Ensuring all accidents and injuries are reported and investigated promptly and correctly and that any follow up actions are implemented in a timely way.
- Working with Operations for additional hauliers when required.
- Reviewing the monthly transport and warehouse P&L financial report.
- Reviewing warehouse stock report.
- Producing and managing reports in preparation for the monthly MBR.

Qualifications

- Educated to a good standard in Mathematics and English Holder of Certificate of Professional Competence.
- Current Class I driving license – desirable but not essential.

Experience/skills/knowledge

- Ideally be experienced within the transport industry in a managerial position with proof of success and effectiveness.
- Experienced in transport routing and maintenance scheduling.
- Working for an ambitious growing company which can be demonstrated through past employment history.
- Commercially minded.
- Confident communicator, both written and verbal, with employees and customers.
- Be a natural problem solver and be able to encourage others to think creatively to find solutions to everyday problems quickly and efficiently.

- Computer and IT literate with a good understanding/working knowledge of word, excel, outlook.
- Be fully conversant with all legislation and compliance relating to the transport industry.
- Strong supervisory and motivational skills.
- Ability to develop and evolve systems and processes within a growing business.
- Good cost control skills to assist with ensuring budgets and targets are met.
- Strong judgement and negotiating skills.
- Excellent interpersonal, relationship building and influencing skills.
- Practical hands-on approach, promoting a 'can do attitude' from self and others.
- Good geographical knowledge of the operational area covered by the Company.

HGV Driver – Job Description

Duties:

- Ensuring that all transport compliance, legislation and in-house procedures are complied with at all times.
- Working with the Transport Manager, ensure all vehicles are serviced and maintained in a fit and road worthy condition at all times in accordance with the Company's Operating License requirements.
- Be prepared at all times for any unscheduled checks and inspection by the Board of Directors or any representative of a regulatory authority.
- Performing Daily vehicles checks / defect reporting.
- Carrying out all driving duties in a safe manner as instructed by the Transport Manager.
- Must adhere to Tachograph & Working Time Directive Regulations.
- Must adhere to company health & safety regulations.
- Working week Monday - Friday with rota for Saturday & Sunday duties.
- Delivering, through the Transport Manager and operations team an agreed service level in line with Company KPI's.
- Adopt a proactive approach to help achieve fleet productivity targets.
- Ensuring all accidents and injuries are reported promptly and correctly.
- Producing and completing driver's paperwork.

Skills & experience:

- Educated to a reasonable standard
- Current Class 2 driving licence essential, Class 1 licence is desirable
- ADR certified would be a distinct advantage or willing to obtain
- Wagon and Drag experience would be advantageous
- Forklift licence
- Holder of digital tachograph card
- Up to date with CPC training hours requirement

The ideal candidate:

- Experienced in multi-lift operations within a client facing environment.

- Hook lift and skip vehicle experience is essential
- Experienced in Roll-On, Roll-Off skip vehicle movements including waste compactors at multiple sites within a routed day.
- Confident communicator with colleagues and clients, understanding the need to represent the Company in a positive, courteous manner at all times.
- Be fully conversant with all legislation and compliance relating to the transport industry
- Practical hands on approach, promoting a 'can do attitude' from self and others
- Good geographical knowledge of the operational area covered by the Company
- Must be flexible to support the growth of the company.

To apply for this vacancy please send an up to date CV, along with a covering letter detailing your interest in the role to: hr@forwardwaste.co.uk.

Alternatively, please contact Amy Beecham, Human Resources for a confidential discussion regarding the vacancy.

Mobile: 07814 406 144

Email: amy.beecham@forwardwaste.co.uk