


Profile Title:	Driver	 BARNSLEY Metropolitan Borough Council				
Reports to:	Team Leader					
Employee Management:	None	Grade:	4	Profile Ref:	104069	
Purpose of the Post						
To work as part of a multi-disciplinary team working throughout the borough delivering council services and responding to community priorities.						
Responsibilities						
<ul style="list-style-type: none">• To undertake general operational duties and on an ad-hoc basis specialist duties as requested by Management in all weathers which will involve a wide range of physically and mentally demanding tasks.• Driving vehicle with or without trailers, ride-ons and the use of machines and mechanical, powered or manually operated pedestrian or hand held equipment carrying out daily checks as required reporting any faults to Management.• To be responsible for the careful day to day use, maintenance and minor repairs of machinery and equipment and the security of vehicles.,• To be responsible for locking and unlocking council buildings and other premises in line with contracted works ensuring sites are secure at all times.• As requested by management, monitor the stock levels of fuel stores in remote Depots and liaise with relevant team to ensure an adequate stock level is maintained.• To be customer focussed and deal with exchanges of information in a polite, courteous and positive manner responding where possible to minor requests for service and where necessary report problems to line manager• To work under the guidance of the line manager and by application of personal initiative to deliver services to a professional standard and within agreed procedures• To work to agreed schedules and where necessary respond to new priorities as required or directed by line manager to ensure deadlines are met• To demonstrate safe practices to other employees, apprentices, trainees and students where required• To comply with Health and Safety, Customer Care, Dignity at Work and other relevant legislation, policies and procedures at all times• To undertake any duties commensurate with the post as requested by management• Contribute to the effective performance management of the service promoting quality service delivery and continuous improvement.• Use ICT solutions to deliver existing services, including the completion of electronic records to support new services and initiatives.						
Education and Training					Measure	Rank
<ul style="list-style-type: none">• GCSE x 2 or equivalent• Manual Handling• Needle Stick					A/I	D
					A/I	D
					A/I	D

<ul style="list-style-type: none"> • IOSH Working Safely • To hold a valid UK driving licence to 'Category B or B+E' or 'Category C1 or C1+E' standard 	A/I A/I	D E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Experience of working as an individual or in a team 	A/I	E
<ul style="list-style-type: none"> • Experience of working in the grounds maintenance environment and carrying out respective duties 	A/I	E
<ul style="list-style-type: none"> • Experience of Health and Safety and how it applies to daily duties 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Knowledge of individual and team goals and an understanding of how they contribute to organisational objectives 	A/I	E
<ul style="list-style-type: none"> • Knowledge of policies and procedures relevant to the role in order to ensure the dignity and safety of colleagues, other employees and members of the public 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Ability to operate relevant tools and equipment in order to undertake the range of duties required by the role. 	A/I	E
<ul style="list-style-type: none"> • To have effective customer services skills with the ability to communicate politely and effectively with all stakeholders. 	A/I	E
<ul style="list-style-type: none"> • To have the ability to interpret and act on verbal, written and electronically transmitted instructions 	A/I	E
<ul style="list-style-type: none"> • To be able to demonstrate a positive commitment to work and give practical help to other when required 	A/I	E
<ul style="list-style-type: none"> • To be able to consider and suggest methods to improve ways of working 	A/I	E
<ul style="list-style-type: none"> • To be able to carry out a personal workload and take the responsibility for solving day-to-day issues to ensure objectives are completed as required 	A/I	E
<ul style="list-style-type: none"> • To have the ability to carry out safe working practices in accordance with H&S legislation 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council 	A/I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's vision, priorities, values and behaviours 	A/I	E
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post 	A/I	E