Job Code	Forklift Driver (New Build)
Reporting to:	Site Manager
Purpose:	Accountable for the serials of jobs to maintain site safety

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<table>
<tr><td align="center">Achieving Results</td></tr>
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Handyman should be able to demonstrate a proactive attitude towards achieving successful outcomes in the following key areas:

- Managing material deliveries and feeding the supply chain materials where required

- Waste champion in segregating the correct waste into the correct skips in accordance with CEW guidelines

- Managing clean up notices for all contractors on site and working with site managers to keep clean and safe

- General cleanliness of the site compound

- Daily checks of all machinery and equipment they are using

- Daily recording of bricklayer mortar useful and refill silo's when necessary

- Ensure no deliveries are allowed on site during working hours

- Managing deliveries and storage container materials onto site and manage MRN's to get to office

- Working relationships

- Plot Presentation

- Considerate Constructors Scheme

- Adherence to LIBMS procedures

<table>
<tr><td align="center">Managing the Process</td></tr>
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Production and programme

- Understand programme for site and ensure that all safety elements are maintain through the build programme.

Cost Control

- Ensure that Sub-contractors clean up notices are followed through

Material Delivery and Control

- Ensure records are kept and organisation of materials that are delivered

Health, Safety and Environment

- Take responsibility for the monitoring of safe execution of all works in accordance with current legislation and Company procedures. Liaise with the build team & Company Safety team, NHBC and other enforcing authorities.

Other
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

Sales / Customer Liaison

- None apart from working in LIVE areas. Banks man to be present at all times and site manager permission

Liaison with external agencies

- Liaison with the site team

Delivering Quality

Quality Control

- Achieving high score on our H&S tours and that site is well presented

Site Presentation

- As a member of the site team ensure that site is kept tidy and that the site is presented in a clean, tidy, professional manner.

Managing People

Monitor and Feedback on Performance

- Cultivate strong relations with site teams and trades – ability to both critic and drive high performance

Comply with Lovell Policy, Procedures and Employment Legislation, relating to;

- Induction
- Waste management
- Daily safety briefing

Regularly Communicate
Forklift driver will communicate and update all members of the team via:
- 3pm daily meetings
- Safety tours
- Team meetings

Give and Receive Feedback

Site Managers will give and receive feedback relative to their working environment by:
- Site inspections
- Project team meetings

- As requested by subordinate or more senior staff
- Maintaining clear and open relations at all times with a positive attitude

Support Learning and Development
- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge			

	Basic	**Intermediate**	**Advanced**
Detailed knowledge of NHBC requirements	y		
Detailed knowledge of Building Regulations	y		
Understanding of structural principles	y		
Knowledge of road and sewer construction	y		
Knowledge of good trade practice	y		
Knowledge of Health and Safety Regulations		y	
Knowledge of environmental regulations		y	

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.