

**Job Code 328**

**Forklift Driver**

**Reporting to:** Site Manager/Project Manager

**Purpose:** To ensure safe delivery of materials and resources to trades on new build sites

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<b>Achieving Results</b>
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- Timely delivery of materials to trades
- Ensuring a tidy and organised stores area
- Inspection of forklift/telehandler

<b>Managing the Process</b>
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**Use of Telescopic Handler**

- Ensures statutory plant documents (e.g. Conformity/Thorough Examination) are in place
- Carries out daily inspections of plant
- Operates telescopic handler to manufacturer's and Lovell safe working practices
- Checks all attachments are installed safely as per manufacturer's instructions before use
- Use of various attachments as required, e.g. forks, skip, truss jib, road brush

**Materials & Delivery - responsibilities including but not limited to:**

- Checking quality of and accepting material deliveries
- Assisting in offloading, stacking, protecting and distributing materials such as timbers, bricks, blocks, plasterboards & scaffold
- Filling and delivery of water butts
- Dispensing and delivering mortar from silo
- Ensuring mortar silo remains maintained, clean and in working order
- Provision and removal of waste skips
- Segregation of small skip waste into relevant large skips, as per SWMP
- Supports in manual handling of materials to/from work areas
- General housekeeping and cleaning out of properties, if required

**Health & Safety**

- Adheres to site-specific traffic management plans
- Adhere to the relevant risk assessments and method statements relating to operation of plant
- Carry out First Aider responsibilities as and when required

**Environmental**

- Uses road sweeper to ensure site-generated mud and dust is cleaned from neighbouring public highways

- Refuels plant efficiently without spillage

### Security

- Regularly checks external fencing and locks/unlocks entries as required
- Ensures plant is switched off, locked and/or shuttered whenever not in use

### Service First

- Liaises with various subcontractors to assist in delivery of materials
- Regularly communicates with site management/supervisory staff
- Interprets instructions from site management/supervisory staff

### 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.
- Interacts with colleagues, clients and members of the public in a friendly and co-operative manner at all times

### Delivering Quality

- Checking off and signing of material delivery sheets
- Ensures CPCS log book is regularly updated
- Ensures CPCS membership renewal and associated training is undertaken

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Operation of telescopic handler to CPCS A17 (All sizes excl. 360 slew) NVQ Level 2 standard			
Operation of mortar silo			
Appreciation of scaffold & loading bays			
Principles of manual handling			

### Training Profile

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

Name of Mentor Appointed by Operations Director \_\_\_\_\_

- PAVES - 2 years review
- First Aid - 3 day (Initial) thereafter 2 day refresher every 3 years
- Vehicle Banksman/Traffic Marshalling - every 3 year
- CPCS Card
- Truss Carrier/Jib Lifting Training and Loler Policy - within 2 months CPCS if required 3 years
- ELearning: HR, Sustainability Awareness, Asbestos Awareness, Sharps Awareness, Manual Handling, Customer Care and Mental Health (Considerate Constructors) - Within 6 months
- Asbestos Awareness (Tutor Session) - every 3 years
- Fire Marshal - every 3 years
- Manual Handling (Practical) - yearly
- Diversity in The Workplace - within 6 months/Year
- Excavation and Buried Services - every 3 years
- PASMA - every 3 years
- Lone Worker - Susie Lamplugh Training
- Driver Training (If applicable - dependant on annual mileage)