

Role Profile

Role Details			
Role Title	LGV (7.5T) Driver/General labourer	Section	Stores
Division	Stores	Report To	Stores Supervisor
Grade/Salary	BRYP2 Level 1 (£30,575)	Date Completed	6 February 2025
Company Overview			
<p>As one of Scotland's largest construction companies, we provide a range of repairs and maintenance, manufacturing, construction, and refurbishment activities across the public, private and third sectors.</p> <p>As well as providing the largest construction craft apprenticeship programme in Scotland, we also operate Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe. RSBi employs just under 200 people, more than 50% of whom have a disability.</p> <p>Our unique social ethos of building a sustainable future underpins our drive to deliver excellence across a wide range of high-quality construction and manufacturing operations. These include Repairs and Maintenance, Design and Build Construction projects, New House Building, major investment and refurbishment, manufacturing and specialist services including district heating, solar thermal and solar PV installations.</p> <p><u>Our Values</u></p> <p>Community – To build more sustainable communities through social, economic and community engagement. Trust – To be trusted by our employees, clients, and partners. Ambition – To do more for our client and partners and provide more opportunities for our employees. Honesty – To promote at all times in our communication. Excellence – To deliver quality in everything we do.</p> <p><u>Our Mission Statement</u></p> <p>To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p> <p><u>Benefits</u></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none"> – A rewarding career with a competitive salary. – Access to contributory pension scheme – Strathclyde Pension Fund. – Excellent annual leave entitlement – Enhanced maternity, paternity, and adoption/shared parental leave. – Access to excellent health and wellbeing initiatives. – Access to a discounted gym membership. – Facility to make payments directly from your salary. – Workplace parking and more. 			

Role Summary

As an LGV driver/general labourer you will be a key part of our Stores Delivery team and be directly responsible for the delivery of City Building & RSBI materials to our wide range of customers.

You will be expected to have excellent communication and interpersonal skills, this role will also require you to carry out heavy manual handling daily. You should always represent City Building & RSBI to the highest standard.

In addition to driving duties, the following will also be expected of you:

Responsible for ensuring timely delivery of materials to predetermined locations, loading, and unloading of vehicles in stores and at site, ensuring goods are loaded on vehicles in a safe and secure manner ensuring correct goods are loaded in line with documentation.

Ensuring appropriate documentation is completed on delivery to customers, uplift of site debris and disposal of debris within Darnick Street waste area, daily vehicle checks are carried out in conjunction with CB procedures.

You will be enthusiastic about customer service and will be Health and Safety conscious.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none">- Comply with and implement all City Building Policies and Procedures.- Act ethically and with integrity.- Ensure drivers CPC training is maintained and up to date.
Health and Safety.	<ul style="list-style-type: none">- To carry out work in accordance with the Health and Safety at Work Act 1974- To ensure that all Health and Safety requirements are adhered.- Report all Incidents and Accidents at the earliest opportunity.- Ensure a safe working site at all times.- Ensure wellbeing is a priority.- Wearing of all appropriate PPE.- Report all accidents and near misses as per CB procedures.
Documentation	<ul style="list-style-type: none">- Maintain accurate records of deliveries with all relevant paperwork carried out.
Communication	<ul style="list-style-type: none">- Establish good communication with stores management and internal stores team.- Practice excellent communication with customers and relay feedback to store management team.
General	<ul style="list-style-type: none">- Attend all Training, Meetings, and Toolbox Talks assigned to your role and carry out Toolbox Talks as required.- Establish, develop, and maintain effective working relationships with all work colleagues.

Key Behaviours and Competencies	
Our LGV driver/General labourer will demonstrate the following behaviours and competencies:	
Behaviours and Competencies:	Includes the Requirement to:
Technical	<ul style="list-style-type: none"> - Demonstrate the ability to carry out all deliveries in a timely and qualitative manner. - Demonstrate competency in securing and transporting loads safely. - Display proficiency in negotiating delivery routes. - Carry out the manual handling of heavy goods.
Health and Safety awareness	<ul style="list-style-type: none"> - Positive and pro-active approach to good health and safety practices. - Always ensure the correct PPE is worn. - Adhere to all site H&S practices including both CB/RSBI and external sites.
Adaptability and Process Improvement	<ul style="list-style-type: none"> - Embrace and drive changes to internal processes and procedures may that enhance efficiency, reduce costs, or improve service delivery. - Ability to manage and adapt to procedural changes, ensuring smooth transitions and continuous improvement. - Stay up to date with new technologies and best practices that could help improve out delivery service.
Customer Service	<ul style="list-style-type: none"> - Always demonstrate excellent customer service skills. - Be able to effectively communicate with customers to ensure deliveries are carried out smoothly and maintain excellent customer service. - Address any customer inquiries or issues that arise during delivery.
Personal development	<ul style="list-style-type: none"> - You will take part in staff appraisals with line management, and you should be open to feedback and convey suggestions to help improve service delivery.
Person Specification	
<p>Essential Excellent time management and organisational skills. Strong communication and interpersonal skills. Ability to problem solve and work independently.</p> <p>Desirable Previous experience of delivery driving large vehicles and previous experience of warehouse operations is advantageous.</p>	
Requirements	
<p><i>Qualifications/Licence/Certification/Experience level...</i></p> <ul style="list-style-type: none"> - Full driving licence (C1 category minimum) - Hold a valid Drivers CPC 	

- Proven experience of category C1 deliveries (7.5T)
- Excellent customer service
- Experience of working in the construction industry is advantageous.

Interdependencies

- Stores Management Team
- External customers
- Support Services areas
- All personnel within City Building, RSBI, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.