

Job Description

Job Title: Driver/Rigger – Operations

Reporting to: Operations Manager

Responsible for: N/A

Scope of job: To load/unload equipment and deliver to various locations throughout London, the UK and occasionally Europe as and when required.

Key Responsibilities:

- Deliver & collect equipment as and when requested.
- Load the van safely and by checking the paperwork, making sure you have loaded the correct kit and cables. This is your responsibility and should not be left solely to others. You must check that you have all the kit required for the jobs.
- Treat all company equipment with respect and make sure that others do so at all times. You must report any problems with kit to the operations manager if you are on site, and report problems to Checkout, when you return from site (
- Competently interact with the client. You must ensure that all delivery notes are signed by the client. Be punctual at all times and if you have been on holiday or sick it is your responsibility to ensure you contact the operations manager and know what time you are required on the next working day.
- All vehicles must be signed in and out. You must drive all vehicles safely and courteously. If you are responsible for a van, you must ensure it is kept clean inside and out and report any servicing needs to the Operations Manager. This also applies if you taking a van for the weekend. You also need to fill out a vehicle check form on Monday. You must report all damage however small, to your line manager ASAP. Failure to do so will lead to disciplinary action.
- Make every effort to avoid parking fines. If a parking ticket is given outside Kennington Park or when you have not appropriately filled a meter you will have to repay the money to the company.
- Work flexibly and be available to work overtime as required, and be available to work weekends. When working at Metro you need your line manager's permission to leave.
- Secure cables safely and without obstruction to others, whilst making sure the cables are run properly. Ensure that all cables are coiled properly before leaving site.
- Assist both checkout and checkin when there is downtime and you are not needed "on the road" this includes assisting with keeping the warehouse and cable aisles tidy and in good order

Health and Safety:

- Responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
 - Wear safety rigging boots at all times while on site and in the loading bay and warehouse. You must wear hi vis vest when required and safety gloves when loading and unloading. You are also required to wear Metro branded clothing at all times, this includes weekend work.
 - Follow Health and Safety procedures at all times.
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Requirements for the role:

- Full Cat C Driving Licence valid in the UK and preferably clean;
 - Digi tacho card;
 - Drivers CPC Card;
 - GCSE's: English, Maths
 - Good customer service skills
 - Ability to liaise with people at all levels
 - Able to work in pressurised environment
 - Knowledge & experience of London roads and surrounding areas
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I have read and understood this Job Description and I am clear about the detail and expectations regarding my job. If I have any issues relating to this, I will raise them with my Line Manager.

Name:

Signature:

Date:
