

Directorate: Growth, Environment and Transport

Unit/Section: Kent Scientific Services

Grade: KR3

Responsible to: Calibration Section Manager

Purpose of the Job:

Drive the service's van(s) to transport samples in accordance with Road Traffic law and the Highway Code, and in accordance with good practice to maintain public safety whilst on the highway and meet clients' needs and expectations.

Provide basic maintenance of the van(s) e.g. oil levels, tyre pressure, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle

Main duties and responsibilities:

1. Drive the van in accordance with Road Traffic law and the Highway Code to maintain public safety whilst on the highway.
2. Liaise with clients prior to collection of samples and plan efficient routes for each day, minimising cost and environmental impact.
3. Collect and deliver samples from various locations including clients' premises. Maintain security and evidential continuity of samples whilst in possession of them.
4. Perform daily visual checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc. and arrange, when necessary, the service and MOT of the vehicle(s) to maintain basic working order and prevent unnecessary deterioration of the vehicle(s). Carry out a weekly, recorded check in accordance with the maintenance schedule.
5. Complete records as required
6. Represent the Service and County Council to clients and the general public with the highest degree of professionalism, protecting and enhancing our reputation.
7. Adopt a flexible approach to work and working hours, to include some ad-hoc working at weekends.
8. Support the delivery of service by undertaking other appropriate tasks commensurate with the type and grade of post.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Driver*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Qualifications	Clean, current driving licence
Experience	Experience of driving vans up to 3.5 tonne capacity Experience of delivering excellent customer service
Skills and Abilities	Ability to drive the van in accordance with Road Traffic law, the Highway Code and good practice. Ability to establish rapport with clients and deliver excellent customer service. Ability to plan effective routes, minimising cost and environmental impact. Ability to prioritise work and deliver on time Ability to adopt a flexible approach to work and working hours, including some work at weekends. Ability to identify and solve everyday job-based problems in liaison with supervisor where necessary
Knowledge	Knowledge and practical application of Road Traffic law and the Highway Code Awareness of Data Protection and confidentiality issues Knowledge and practical application of procedures relevant to the job including manual handling and evidential continuity. Basic vehicle knowledge, sufficient to perform routine basic maintenance checks including tyre pressure, oil and fluid levels
Behaviours and Kent Values	Kent Values: <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make