

ROLE PROFILE

Function	Construction	
Job Title	Telescopic Forklift Driver	
Grade	O	
Reporting Lines	Reports to	Site Manager
	Direct Reports	N/A

Aim of the role

Reporting to the Site Manager, it is the responsibility of the forklift driver to manage and control the delivery of materials to the site and the distribution of materials in accordance with the construction programme and instruction from the Site Manager or material controller.

Responsibilities and Duties

- Regularly communicate with the Site Manager to keep up to date with any changes to the construction programme
- Advise Site Manager of any shortages of blocks, bricks and level of silo mix to prevent construction delays
- Ensure all deliveries are checked for quality and correct quantities when delivered, and record any defective or short deliveries in conjunction with the Site Manager and Materials Controller where applicable
- Store and label materials correctly in the storage areas supplied
- Ensure any waste materials are loaded into the correct site skips so waste control can be managed
- Ensure the forklift is inspected daily for maintenance purposes, and weekly inspections are recorded in the Plant Register
- Ensure the forklift is clean and roadworthy at all times, and carry out routine maintenance
- Ensure plant attachments are inspected on a weekly basis and recorded in the Plant Register
- Ensure safe working practices are adhered to at all times and report any issues directly to the Site Manager
- Ensure materials are loaded out on platforms to allow for the loading bay gates to be closed at all times
- Carry out labouring duties as and when required

Knowledge Skills and Experience

- Ability to work unsupervised and to use own initiative appropriately
- Previous experience of working on large domestic volume house building sites
- Someone who holds an appropriate FLT driver's license and have a full UK driving license
- Someone who has the relevant Health and Safety Awareness
- Current and appropriate CPCS card
- Current occupational health clearance is preferred but not essential.

Our Values

Collaborative	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
Trusted	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
Focused	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal