



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

<b>JOB TITLE:</b>	Environmental Driver LGV		
<b>GRADE:</b>	G6 (SCP 15 to 23)	<b>SERVICE AREA:</b>	Clean & Green Services
<b>JOB CODE:</b>	REF3		
<b>REPORTS TO:</b>	Environmental Depot, Pelsall Road	<b>LOCATION:</b>	Mobile worker Borough wide
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• <b>Generic Environmental Role</b> - This job is a generic role with a requirement to work across any section (grounds, waste, cleansing) as service demands.</li> <li>• <b>Working patterns</b> in accordance with Clean &amp; Green Services 'Local Agreement'</li> <li>• <b>Bank Holidays – Contractual</b>, payment will be paid at basic rate (time) + half + time off in lieu</li> <li>• <b>Average 37 hours – Monday to Sunday working</b> – in accordance with local agreement dependant on specific area of work within waste, grounds or street cleansing. Annualised hours working arrangements.</li> <li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

## 1. Main purpose of the job role:

- a) Day to day delivery of operational, front line services including waste and recycling, street cleansing, grounds maintenance operations.
- b) Required to undertake daily planning of works including route order, round scheduling, in order to optimise efficiency and ensure daily allocation of work is completed within the scheduled time period and ensure resources are deployed effectively on site to optimise outputs and quality standards
- c) To operate in accordance with the 'Operating Licence' of the council ensuring that:
  - Drivers hours and tachograph rules are observed, proper records kept and made available on request;
  - Vehicles and trailers are not overloaded;
  - Vehicles operate within speed limits;
  - Vehicles and trailers are kept in fit and serviceable condition;
  - Defects are promptly reported and recorded, including symptoms of defects;
  - Ensure seat belts are worn;
  - The laws relating to driving and operating vehicles are observed;
  - To operate in accordance with the requirements of the 'Clean & Green Services - Driver Handbook' / MORR policy (Managing Occupational Road Risk) with particular reference to mobile phone use, seatbelts, depot site rules, driver medicals, fuel efficient driving, vulnerable road users;
- d) To operate associated equipment as part of the day to day service functions including, reversing cameras, weight load indicator equipment, vehicle controls, emergency stop equipment, hoists, tail lifts, trailed equipment, round recording systems.
- e) To utilise similar related hand tools/equipment including litter pickers, brushes, wheeled bins, machinery, strimmers, mowers, hedge cutters etc.

## **Vehicle Maintenance:**

- Undertake daily pre-start checks (minimum 15 minutes);
- Ensure defects are promptly reported including symptoms defects, that could prevent the safe operation of vehicles and/or trailers and that defects are recorded in writing;
- Undertake end of day checks to ensure roadworthiness and that any defects that may have occurred during the day are identified and promptly reported at the end of the day, to ensure fleet service can meet vehicle availability for next day service;
- Fuelling / fuel efficient driving;
- Routine cleanliness and washing of vehicle;

## **2. Role specific duties and accountabilities:**

Principal day to day functions and areas of direct responsibility for this post will be working within the operational department.

Professional driver - primary function of day to day driving duties.

In accordance with the Clean & Green Service this post will be assigned for undertaking one or more of the primary functions detailed below. Generic role with post holder required to work across all disciplines within the service as service demands.

Operational services including but not limited to (including non-driving associated duties as service demands):

- Domestic household door to door collections and associated functions e.g. bin delivery, removal of bagged waste, assisted collections (domestic refuse, recycling & garden waste)
- Commercial waste & recycling collection services.
- Street cleansing operational services e.g. litter picking, graffiti removal, fly tipping, site clearance and tidy up works, bulky item collections, mechanical sweeping operations
- Grounds maintenance operational services e.g. grass maintenance, border maintenance, hedge maintenance, burials & cemetery operations.

## **Training and Development**

- To operate in accordance with corporate performance management and staff development processes such as individual performance management / employee performance appraisals/conversations and the Management Competency Frameworks and associated initiatives
- The postholder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
- To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

## **Customer Focus**

- To ensure services are responsive, high quality and customer focused and are delivered at an economic rate that represents Best Value.
- To ensure effective liaison and foster good working relationships with all current and potential internal and external service providers/users i.e. contact

centre/public/elected members, user groups, voluntary sector, anti-social behavioural unit, emergency services etc.

- Maintain customer satisfaction and ensuring enquiries and complaints are dealt with in a polite, timely and effective manner through communication channels such as Customer Relations Management Systems and correspondence management systems, telephone enquiries, letters, e-mails and face to face communication.
- To be part of a customer focused team, working towards better outcomes for our customers and what they expect from the service, with a wider responsibility for organisational and individual community and environmental outcomes e.g. bin returns, assisted collections, courteous driving, fuel efficient driving, vulnerable road users, service changes (seasonality) etc.

## **Health & Safety**

- Informing the policy-makers what resources are needed to meet their teams obligations for health and safety matters, including providing equipment, clothing and training;
- Supporting the policy-makers in promoting our health and safety management system;
- To ensure accidents, incidents and violent incidents (including near misses) are reported, recorded to assist in ensuring effective controls are implemented to minimise or eliminate risk.
- Protective clothing/uniform to be worn at all times to promote a positive image of the Service Area and comply with Health & Safety regulations.
- Take reasonable care for their health and safety and that of other people who may be affected by what they do (or neglect to do) while at work;
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety and welfare (for example, protective clothing, first-aid equipment and machinery guards);
- Always follow relevant procedures to avoid health and safety risks, and consult their line manager on any areas of concern. Including operating in accordance with reversing assistant procedures, manual handling, depot safety rules and procedures; site safety rules and procedures, route risk assessments;
- Maintain tools and equipment and vehicles in good condition and report any risk or problem to their line manager (employees must use equipment or materials for their proper purpose only);
- Behave appropriately at all times in the workplace in accordance with the 'Code of Conduct for Employees';
- When reversing, follow operating procedures, correct deployment of reversing assistants, cameras, mirrors, and reversing aids;
- To operate in accordance with route risk assessments giving due consideration to vulnerable road users, dynamic and mandatory requirements particularly whilst reversing, school zones, single sided collection operations;

- Work in accordance with the Council's Alcohol and Drug testing policy, fulfilling the council's duty of care for the health and safety of its employees and members of the public.

#### **Administrative Systems:**

- To maintain appropriate records including but not limited to :timesheets, leave requests, tachographs job sheets/tickets, customer calling cards, accident reporting and recording, defect reporting and recording, vehicle/machinery maintenance sheets, self certificates, incident reports, electronic recording systems, work tickets, amongst others.
- To operate in accordance with data management systems such as Mayrise, Ezytreev, Fleetwave or any other adopted systems deployed by the council in the delivery of the service.

#### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
<b>Communicate with people</b> – the ability to demonstrate good communication skills.	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Manage your resources and plan for high performance to gain the maximum benefit</b> – the ability to demonstrate human resource management and application of policies and procedures, planning work commitments, deployment of tools, fleet and equipment.	A/I	3
<b>Achieve outcomes for customers and communities</b> – the ability to demonstrate customer satisfaction, work towards better outcomes, complaints handling, internal and external customers and demands, responsibility towards the wider community and environment.	I	3
<b>General</b> - Prepared to work in accordance with Clean & Green Local Agreement and Public/Bank Holidays	I	2

<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
<b>Industry knowledge</b> - Be able to demonstrate experience in the service sector (public or private sector) with theoretical, practical and procedural knowledge across one or more of the following disciplines - waste management, fleet services, grounds maintenance, street cleansing	A/I	3
<b>Health and Safety</b> - Understanding of health and safety management systems, health and safety requirements relating to post and effective means for ensuring compliance including risk assessments, safe driving, safe use of equipment/machinery, working on the highway etc.	A/I	3
<b>Driving / machinery operations –</b> <ul style="list-style-type: none"> <li>• Driver related industry knowledge including reversing assistance, working time directives and drivers hours rules, data recording and record keeping, transfer station operations/disposal sites in accordance with 'Driver Handbook'</li> <li>• Experience in safe use and operation of fleet and machinery e.g. hoist operations, large goods vehicles, transit tippers, box vans, trailers, mowing machinery hand tools, small plant e.g. strimmers, hedge cutters</li> </ul>	A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Hold an appropriate Health and Safety Qualification	A	
Full driving licence – Category C Minimum	A	
Attain - WISH guidance - Street Works (signing, lighting, guarding) / working on the highway	I	
Driver Certificate of Professional Competence (CPC) – DQC card holder	A	
NVQ level 2 or equivalent practical experience in one or more environmental disciplines i.e. waste and recycling collections, street cleansing services, grounds maintenance (horticulture)	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
<b>Prepared by:</b>	Dave Roberts	<b>Date:</b> March 2020