

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Street Scene Driver/Operative**

**Vacancy ID: 008370**

Salary: £17,072 - £17,772 Annually

Closing Date: 28/01/2018

### **Benefits & Grade**

Grade I

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

Street Scene Services are looking for a person to work as a Driver/Operative to undertake work across the Borough encompassing servicing of litter/dog bins, clearing back lanes, rapid response work and other related tasks. The role will involve driving a Council vehicle.

The ability to use appropriate equipment and undertake various manual handling duties is essential. You must also be able to communicate effectively with members of the public and colleagues.

You will be required to work in accordance with an agreed shift rota, with your working days/hours falling between the hours of 6am to 6pm Monday to Sunday; you must therefore be available to work during these times.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Jill Matthews, Street Scene & Building Cleaning Manager, on 01325 406632.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.gov.uk/job-vacancies). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**DARLINGTON BOROUGH COUNCIL**  
**NEIGHBOURHOOD SERVICES & RESOURCES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Street Scene Driver / Operative
<b><u>GRADE :</u></b>	Grade I
<b><u>JOB EVALUATION NO. :</u></b>	D3246
<b><u>REPORTING RELATIONSHIP</u></b>	Street Cleansing and Building Cleaning Manager
<b><u>JOB PURPOSE :</u></b>	To ensure the provision of effective day to day operations relating to Street Scene activities across the Borough.
<b><u>POST NO.</u></b>	D13932
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

**MAIN DUTIES/RESPONSIBILITIES**

1. To empty dog and litter bins, clearance of rear lanes, provide a rapid response service in relation to litter, dog fouling, fly tipping and any other cleansing related activities. The collection of waste and wheeled bins as requested.
2. Maintain vehicles in a clean, tidy and hygienic condition; carry out daily vehicle checks in accordance with the Driver's Handbook and report any faults accordingly.
3. To work within the wider team environment maintaining a high standard of service at all times.
4. To work proactively in dealing with operational issues, report to the Street Cleansing & Building Cleaning Manager/Street Scene Co-ordinator any issues associated with the day to day operation which may affect standards of service.
5. To ensure the highest standard of customer care at all times.
6. To communicate effectively with residents and members of the public.
7. When approached by customers/members of the public on work related issues and service standards, sign post as appropriate and refer Street Cleansing & Building Cleaning Manager/Street Scene Co-ordinator for action when necessary.
8. To work on your own initiative and perform day to day tasks unsupervised on a daily basis
9. To work proactively towards continuous improvement of the service and individual tasks.
10. To assist the Street Cleansing & Building Cleaning Manager in maintaining procedures to ensure that all quality and performance measurement criteria are continually met.

11. To report to the Street Cleansing & Building Cleaning Manager/Street Scene Co-ordinator any operational issues that cannot be resolved immediately.
12. To take responsibility for completing all documentation required with regard to driving Council vehicles and legislative requirements.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

Date: January 2018

**DARLINGTON BOROUGH COUNCIL**

**NEIGHBOURHOOD SERVICES & RESOURCES**

**PERSON SPECIFICATION**

**STREET SCENE DRIVER/OPERATIVE**

**POST NO. D13932**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Full driving licence (C1)	<b>E</b>	
<b>2</b>	Manual handling training		<b>D</b>
<b>3</b>	Sharp needle awareness training		<b>D</b>
<b>4</b>	Reversing Assistant training		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>5</b>	Awareness of refuse, street cleansing or related services	<b>E</b>	
<b>6</b>	Experience of effectively manoeuvring vehicles in tight spaces	<b>E</b>	
<b>7</b>	Knowledge of the legal requirements on vehicles i.e. weight limits etc	<b>E</b>	
<b>8</b>	Experience of driving vehicles in a waste or street cleansing service		<b>D</b>
	<b>Skills</b>		
<b>9</b>	Ability to effectively communicate verbally with colleagues and members of the public	<b>E</b>	
<b>10</b>	Ability to work on own initiative	<b>E</b>	
<b>11</b>	Ability to work successfully as a member of a wider team	<b>E</b>	
<b>12</b>	Ability to undertake various manual handling duties	<b>E</b>	
<b>13</b>	Ability to maintain accurate records	<b>E</b>	
<b>14</b>	Ability to apply literacy and numeracy skills	<b>E</b>	
	<b>Personal Attributes</b>		
<b>15</b>	Ability to be on time for all duties	<b>E</b>	
<b>16</b>	Ability to undertake the physical requirements of the post	<b>E</b>	
<b>17</b>	Committed to a customer focussed approach	<b>E</b>	
<b>18</b>	An interest in environmental issues		<b>D</b>
	<b>Special Requirements</b>		
<b>19</b>	Able to work in accordance with an agreed shift rota, with working days/hours falling between the hours of 6am to 6pm Monday to Sunday	<b>E</b>	
<b>20</b>	Able to work additional hours when needed	<b>E</b>	
<b>21</b>	Flexible approach to working arrangements to meet service demands	<b>E</b>	
<b>22</b>	Versatile and adaptable to change	<b>E</b>	
<b>23</b>	The successful candidate will be expected to wear the uniform provided	<b>E</b>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.