

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	LGV Driver – Garden Waste
<u>GRADE :</u>	K
<u>JOB EVALUATION NO.</u>	C2460
<u>REPORTING RELATIONSHIP</u>	Refuse and Recycling Manager
<u>JOB PURPOSE :</u>	Provision of effective day to day operations relating to Environmental Services activities across the Borough
<u>POST NO.</u>	D14102
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To drive a range of vehicles that require a LGV licence such as refuse collection vehicle, recycling collection vehicle, garden waste collection vehicle, mechanical sweeper, gully flushing machine, gritter and other associated vehicles.
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 be responsible for the service being provided, i.e. the collection round, including allocating and checking tasks to other team members (e.g. ensure assisted collections are undertaken and associated paperwork completed).
4. To drive a range of other vehicles within the service depending on training and competence as required.
5. When required undertake a range of waste collection tasks including, but not exclusive to; waste operative duties, litter picking, leaf clearance, fly tip removal, winter gritting, mechanical sweeper driving and any other appropriate tasks.
6. To work within a team environment maintaining high standards of service at all times.
7. Ability to work to your own initiative and perform day to day tasks unsupervised where necessary.
8. To work proactively towards continuous improvement of the service and individual tasks.
9. To work proactively in dealing with operational issues within the confines of existing service requirements and Council policy.
10. To report to Team Leader any operational issues that cannot be resolved immediately.
11. To assist the Team Leader in maintaining procedures to ensure that all quality and performance measurement criteria are continually met.

12. To carry out other duties relevant to the post required by the Team Leader.
13. To communicate effectively with residents and members of the public.
14. To take responsibility for completing all documentation required with regard to driving Council vehicles and legislative requirements.
15. A flexible approach towards working hours will be required to meet shift rota patterns. It is a requirement to work an alternative day(s) (Saturday, Sunday and/or Monday) following Bank Holidays.
16. 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.
17. 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.
18. Carry out your role in line with the Council's Equality agenda.
19. 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.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2019

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

LGV DRIVER – GARDEN WASTE

POST NO – D14102

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	LGV Driving Licence	E	
2	CPC Drivers Card	E	
3	Digital Tachograph Card	E	
4	Achieved, working towards or be prepared to undertake NVQ Level 2 in Waste Management or a related field		D
5	Manual Handling training		D
6	Sharp Needles Awareness training		D
7	Customer Care training		D
Experience & Knowledge			
8	Experience of working in refuse/recycling or a waste related field	E	
9	Experience of effectively manoeuvring LGV vehicles in tight spaces	E	
10	Knowledge of the legal requirements of LGV vehicles, e.g. weight limits	E	
11	Experience of driving refuse collection vehicle and street sweeping vehicles		D
12	Knowledge of refuse and street cleaning duties		D
Skills			
13	Ability to effectively communicate verbally with members of the public	E	
14	Ability to work on own initiative	E	
15	Ability to use appropriate equipment	E	
16	Ability to maintain accurate records	E	
17	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals	E	
Personal Attributes			
18	Ability to be on time for all duties	E	
19	Physically fit in order to carry out the duties of the post	E	
20	Ability to undertake various manual handling duties	E	
21	Ability to work successfully as part of a team	E	
22	Commitment to a customer focused approach	E	
23	An interest in environmental issues		D
Special Requirements			
24	Able to work on Public Holidays as required by the service. NB: Good Friday is a normal working day within the Waste Service.	E	
25	Able to work Saturday, Sunday or Monday following a Public Holiday, as required by the service	E	

26	Able to attend training on a Monday, as required by the service	E	
27	When required to work outside of the Waste Service - Able to work in accordance with an agreed rota depending on the service you are working within - with working days/hours falling between the hours of 6am to 6pm Monday to Sunday	E	
28	Flexible approach to working arrangements to meet service demands	E	
29	Versatile and adaptable to change	E	
30	The successful candidate will be expected to wear the uniform provided	E	
31	Up to date Hepatitis B vaccination		D