**Driver Labourer Job Description**

Department Environment

Division Waste Management

Post Title HGV Refuse Driver

Hours 37 plus 4.5 hours contractual

Responsible to Refuse Manager

**Job Summary**

To provide a high quality refuse and recycling service to the residents of the borough. To ensure all rubbish and spillage is cleared and the street is left clean once rubbish has been collected.

**Main Duties**

* Carry out vehicle pre and post use checks, report any defects
* To collect domestic refuse and recycling bins/sacks as per schedules
* To drive a HGV refuse vehicle within the boundaries of the law, with due care and attention
  + To clean up any spillage from refuse/recycling sacks, leaving the street clear of household rubbish
  + To report any dumped rubbish that may be found whilst undertaking the refuse/recycling collection
  + Delivering of refuse and recycling sacks as required
* To work overtime including bank holidays or weekends to catch up the refuse/recycling service after a bank holiday or due to inclement weather
* To carry out duties in a safe method of work following the council’s health & safety polices and procedures. This includes the wearing of personnel protective clothing at all times.

Plan and organise the work, materials and equipment according to priorities, the size and complexity of the job, the need to minimise travel and other non-productive time.

To keep supervisory staff aware of progress and problems in a timely manner.

To wear the Council’s protective uniform correctly and comply with all Health and Safety legislation/regulations, including: safe working practices, risk/COSHH assessments.

To maintain and keep a good relationship with the public.

To be professional and represent the Council in such a manner

To undertake all training reasonable to position.

To ensure that vehicles (where allocated) are maintained in a clean and tidy condition. Undertake Drivers responsibilities in accordance with the Drivers Handbook including maintenance checks, reporting all defects using the Defect Reporting procedure

To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on GDPR/Data Protection, equalities and safeguarding children and vulnerable adults).

Provide supervision and guidance to lesser experienced work colleagues.

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

To carry out gritting, salt spreading and snow clearing, as necessary, during bad weather.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

A commitment to excellent customer service and the values of the Council

**GRAVESHAM BOROUGH COUNCIL**

**CANDIDATE SPECIFICATION**

|  |  |
| --- | --- |
| POST : Refuse / recycling HGV Driver | POST No. |

|  |  |  |
| --- | --- | --- |
| CHARACTERISTIC | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | Ability to manage their own time.  Good communication skills.  Good customer service skills.  Methodical.  Ability to estimate time and materials needed for assigned work projects.  Ability to work with minimum supervision or as part of a team. |  |
| **KNOWLEDGE**  (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Effective Communication (both written & oral) |  |
| **QUALIFICATION TRAINING**  (Educational/vocational qualifications and other training )  **Verification will be required** | Full Clean Driving Licence  Category C  Valid DCPC  Valid Digital Tachgraph card |  |
| **EXPERIENCE**  (Level and type of previous experience) |  | Experience of driving a refuse/recycling collection vehicle |
| **QUALITIES**  (Particular qualities necessary to carry out the work, e.g. ability to work under pressure or work co-operatively in a team) | Ability to work alone and as part of a team  Good Timekeeping  Ability to work with minimum supervision  Be flexible in approach to work  Ability to prioritise work load |  |
| **SPECIAL CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | Must wear a uniform.  Wear PPE at all times  Weekend working to catch up after bank holidays or after inclement weather  A full and clean driving license  Commitment to equal opportunities  Outside work is required in all weather conditions  Willingness to do work of a routine repetitive nature.  Willingness to update skills and attend training courses |  |