**Street Cleansing Operative Job Description**

Department Environment

Division Waste Management

Post Title HGV Mechanical Sweeper Driver

Hours 37 plus 2 hours contractual

Responsible to Street Cleansing Manager

**Job Summary**

To carry out tasks with the aim of keeping Gravesham rubbish and litter free. The post holder will be expected to collect rubbish/recycling, sweeping streets, emptying of litter/dog bins and the clearing of dumped rubbish.

To Drive a left-hand drive Scarab. Either 7.5 ton or HGV

To drive any other vehicle from 3.5 ton to HGV

All staff are expected to work for the common good of the business and must ensure excellent service and delivery at all times.

To exercise a good understanding of all Health & Safety practices

**Main Responsibilities**

Undertake a range of specialist tasks including;

* To carry out all daily tasks including reactive and planned works as directed and report any works requiring contractor attendance to Street Cleansing Manager/Supervisor
* To complete a scheduled round efficiently
* To drive a left hand drive vehicle up to and including HGVs
* To clean the vehicle daily and change the side brushes when needed.
* To have an up to date CPC certificate
* To understand and abide by driving hour rules
* To carry out jet washing of public pathways as directed
* To Manually sweep and litter pick streets and open spaces
* To Clear leaves, weeds and other debris
* To remove dumped domestic rubbish/ recycling as required
* To empty litter and dog bins as required
* Removal of dead animals
* To deliver and collect Hazadous waste such as Clinical waste/sharps etc
* Delivering of refuse and recycling sacks
* To collect flytipping as required
* Use of machinery such as strimmers and mowers
* Work as part of team or individually
* Undertake other cleansing duties such as graffiti removal
* Carry out daily checks on vehicle and report any defects
* Driving and operating of vehicles up to 7.5 tonnes as required including dumpers and forklift
* Complete relevant paperwork including waste transfer notes

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, and the need to keep scheduled appointments.

Provide supervision and guidance to work experience/ apprentices as and when required.

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 arranged, 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).

Any other work as can be reasonably required for the smooth day to day running of the Cleansing service

To work outside in all weather conditions

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

**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.

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

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST:** HGVMechanical Sweeper Driver | | POST No. | |
| CHARACTERISTIC | |  | |
|  | SPECIFICATION | | |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | ESSENTIAL  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. | | DESIRABLE |
| **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 | A full and clean driving license  Driver CPC Card  HGV Class 2 Licence | | NPTC level PA1 & PA6a pesticide certificate |
| **EXPERIENCE**  (Level and type of previous experience) | Experience of driving a mechanical sweeper  Experience of working in similar role  Experience of dealing with the public. | |  |
| **QUALITIES**  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Able to deal with difficult situations.  Trouble shooting skills  Well organised  Good team player | |  |
| **SPECIAL** **CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | A full and clean driving license  Work weekends and bank holidays on a rota  Must wear a uniform.    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 | |  |