.JOB DESCRIPTION

POST TITLE:	**LGV DRIVER/LOADER/SWEEPER/RECYCLER**		
POST NO:		**SERVICE UNIT:**	**OPERATIONAL SERVICES**

JOB PURPOSE:

- To drive a LGV Refuse (domestic or trade), Recycling, Skip loader or Sweeping vehicle.
- To undertake a refuse or recycling collection service for our domestic and trade customers, be responsible for a sweeping area schedule, litterpicking or skip collections.
- To deliver excellent customer service and be an ambassador for the Council
- To take leading hand role in relation to Loader/Sweepers.

POSITION IN ORGANISATION:

Number Directly Supervised: Staff: 0 Manual: 0

Immediate Superior (post title): Supervisor

POST CLASSIFICATION (tick one box):

Director in Charge	Exec. Director	Head Major Division	Senior Managem't	Middle Managem't	Junior Managem't	Supervising Small Section	No Supervisory Responsiblty
							✓

MAIN DUTIES (briefly summarise principal duties. Do not list every task):

- To safely drive an LGV Refuse, Recycling, Skip loader or Sweeping vehicle.
- To fully utilise and operate the Bartec in-cab technology
- Manually collect, empty or sort wheel bins in variety, sacks, recycling containers, sweep streets or make special collections as part of a crew or solo.
- Ensure that allocated tasks are safely and efficiently completed.
- Collect refuse and recyclate from trade or domestic premises plus any special collections.
- Drive vehicle to disposal point/transfer station to eject, tip or sort load.
- Deliver exchange and collect skips of varying types, transport to disposal point/transfer station for tipping/sorting.
- Carry out sweeping in allocated areas.
- Be responsible for regularly washing down the outside of the vehicle at the appropriate time.
- Be responsible for ensuring cleanliness of the inside of the vehicles. Manually sweep using a broom or petrol powered blower, litter pick and empty litterbins.
- Be responsible for undertaking appropriate daily routine vehicle maintenance checks.
- Be responsible for the completion of daily vehicle defect reports.
- Be aware and comply with statutory requirements, Council policies and procedures including Health and Safety, security, reporting concerns to the appropriate person.
- Actively support the Councils Equal Opportunities Policy
- Demontrate the Councils agreed behaviours, appreciate and support other team members.
- Contribute to the overall aims and targets of Works & Recycling Services
- Be aware of and take part in Works & Recycling Services performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required to form part of a customer focused, flexible work team.

SKILLS, KNOWLEDGE AND EXPERIENCE: **Minimum Time on Job: 12 months**

- Hold clean LGV class 'C' licence & Certificate of Professional Competence card
- Ability to control large 26 Tonne specialist vehicle in tight spaces.
- Experience of driving refuse, recycling, skip loader or sweeping vehicles.
- Knowledge and skill in operating vehicle and associated equipment.
- Working geographical knowledge of the District
- Required to use Bartec in-cab technology and emails, to send photo's of issues to the office.
- Ability to read a map, follow schedules and work to agreed paramiters.
- Experience of relating to people, and providing excellent customer service.

PROBLEM SOLVING, COMPLEXITY AND USE OF INITIATIVE:

- Regularly works in disagreeable working environment spending most of the working day outside undertaking manual tasks or in the cab of a vehicle.
- Responsible for the safe and legal operation of a Council vehicle by the crew, resolving collection issues out on the rounds to ensure rounds are completed.
- Subject to high physical effort when collecting, transferring or sorting recyclate and refuse, or manually sweeping, litterpicking and emptying litter bins.
- Leading the team by example,by being hard working and flexible, following Council guidelines on Customer Care.
- Use Bartec in-cab technology to communicate with the office, accurately record and flag up re any anomalies with rounds
- Responds appropriately to issues presented on the day e.g. a customer requesting an assisted collection, roadworks requiring change of route etc. However more complex issues are referred to the appropriate supervisor /manager.
- Able to communicate clearly by mobile phone Bartec. Email photos of accidents or issues to the office, when safe and legal to do so.
- Able to understand, lead by example and apply safe systems of work for the crew at all times.

DECISIONS, LEVEL OF ADVICE AND IMPACT:

- May exercise discretion regarding order of round and roads to be swept to be most effective.
- Decide on the best route to ensure the safety of the your self, the crew, members of the public and property.
- In wintery conditions make the decision when it is no longer safe to collect in some areas.
- Direct the crew to ensure they act as a 'Reversing Assistant' at all times.
- Liaise with collection round crews, supervisor and office staff.
- Maintain highest standards of service delivery, putting the customer first.
- To be in charge of the crew, directing them in the best way to complete their role.
- Ensure you follow the 'Drivers Hours Rules, not exceeding VOSA regs and Working Time Directive.
- Understand the impact of own work on others, the wider team and our customers

OPERATIONAL RESPONSIBILITY:

- Help deliver high quality, efficient service.
- Ensure safety procedures adhered to.
- Responsible for undertaking appropriate daily routine vehicle maintenance checks.

- Responsible for ensuring the cleanliness of vehicles.
- Responsible for safe operation of specialist vehicle worth up to in the region of £135,000.
- To lead team whilst collecting dealing with routine queries e.g. returning to a missed collection, ensuring self and team members adhere to safe systems of work, wearing correct PPE at all times and acting as reversing assistants.
- Responsible for GDPR ensuring residents information is kept private regarding assisted collections.

WORKING CONDITIONS:

- Manouvering large refuse freighter in limited spaces such as urban streets, across the district.
- Physically demanding role, getting in and out of vehicles, lifting, repetitive handling and and sorting of materials
- Ability and willingness to work in all weather conditions.

COMMUNICATION: (INTERNAL 25 % EXTERNAL 75 %)

- Office staff, supervisors, managers, customers, and members of public.

Officer's Signature ..... **Date** .....

Supervising Officer's Signature ..... **Date** .....

Business Unit Manager's Signature ..... **Date** .....

Post Last Evaluated:

PERSON SPECIFICATION

POST TITLE: **LGV Driver/Loader/Sweeper/Recycler**	**SERVICE AREA:** **Works & Recycling Services**

THE EMPLOYEE	ESSENTIAL	DESIRABLE
HEALTH:	• Ability to lift heavy weights. • Ability to work outdoors in all weathers. • Ability to undertake manual tasks for extended periods of the working day. • Ability to push broom and walk for long distances for extended periods of the working day. • Able to work across all aspects of the services provided (Recycling/refuse/Sweeping).	
EDUCATION & TRAINING:	• Valid class 2 LGV licence (Category C) & CPC • Literacy and numeracy • Knowledge, understanding and training in relevant Health and Safety requirements.	• Clean driving licence
WORKS EXPERIENCE:	• Experience of heavy prolonged manual work. • Experience of driving on North Devons roads.	• Experience of driving refuse compaction, recycling, skip or street sweeping vehicles
SKILLS:	• Able to follow maps, schedules, work to agreed parameters, understand, and follow instructions • Able to follow procedures for routine vehicle maintenance and cleaning • Customer focused approach to work • Able to take photographs and email in to the Supervisor • Able to direct crew to follow H&S guidelines and NDC policies	
CIRCUMSTANCES:	• Able to arrive at depot early each morning (from 05.00 a.m./07.30 a.m.) • Participate in training and development activities • Able to work 37 hours per week Monday to Friday; and weekends as required • Flexible approach to working on Sweeping or Refuse or Recycling • Lead by example, be hardworking and	

	flexible, H&S minded and customer focussed.	