

Lancaster City Council - Job Description & Person Specification

Job Title:	HGV Driver	Grade:	GG88	Job Code:	LCC279
Service/Team:	Environment and Place. Public Realm.	Role Type: *Delete as appropriate	COMM	Reports to: *Title & LCC Code	Operations Manager and Supervisors
Line Manages: *Title/s & LCC Code	n/a				

Job Overview

Overview

- To safely drive the full range of the Council's vehicles including HGV's.
- Deliver the frontline service of waste and recycling collections.
- Supervise a small team of refuse collectors in the practical collection of waste and recyclables across various routes required under Route Optimisation.

Direct Responsibilities

- To safely drive the full range of waste collection vehicles in order to deliver waste collection services from a variety of round locations whilst observing relevant laws and codes of practice relating to road traffic, highways, pedestrians and council procedures.
- To maintain a full, current, UK driving licence with the relevant classifications.
- To supervise and oversee the work of small groups of staff **across various routes required under Route Optimisation**, ensuring the daily completion of work and that they adhere to the council's policy and procedures.
- To physically and safely load materials onto waste and recycling collection vehicles. Waste/recyclables could be contained in a range of container including sacks, boxes, and wheeled bins, or may not be contained in the case of bulky items.
- To work flexibly on a rota system, including weekends and bank/public holidays and across routes.
- To be responsible and take ownership for the good maintenance of the vehicle, ensuring mandatory daily vehicle checks are completed, minor maintenance such as topping up of oil/water, screen wash, washing and general cleaning is undertaken. Maintain vehicle defect sheets and ensuring the vehicle is roadworthy.
- To ensure that you understand your obligation and follow the working time directive in terms of EU Regulations.
- To safely manoeuvre the vehicle with the correct use of a reversing assistant outside of the cab, taking account of the safety of the public, vehicle, driver, other colleagues, property and yourself.

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- To operate associated tools and equipment including technical in cab and mobile devices. Proper operation of refuse/recycling containers and bin lifting equipment in accordance with the Council's Health and Safety Policy.
- Communicate with your colleagues, other Council Officers and member of the public in a polite, courteous and professional manner, adapt to the ethos of the Council's Values and Behaviours.
- Be proactive and advise residents on the appropriate methods for separating and presenting waste. You must take responsibility for the cleanliness of your working environment, ensure gates are closed, accidental spillages are cleared and bins and boxes are neatly returned to the point of collection.
- You will be required to identify and collect all acceptable recyclable materials at the kerbside. Using recognised methods report contamination to the resident and to the Administration Office.
- You must identify and report any reasons for non-collection using the supplied method, keeping your Supervisor and back office up to date in order that all paperwork is accurate. Any issues that arise where it is not possible to collect should be reported to your Supervisor or the back office immediately.
- Undertake other duties that are associated with refuse collection, for example, house clearances, deliveries, And where trained, medical waste collections.
- Undertake any other reasonable manual duties appropriate to the grade and experience of the post holder, as directed to by the Supervisors, and Senior Officers and in response to reasonable requests by other office staff.
- Be physically capable of heavy manual work and of walking 15-20 miles per day. Co-operate and work with teams to ensure the safe, timely completion of the allocated round. Support other teams, plan ahead to work together with a shared ownership of the outcomes.
- Maintain paperwork/records such as worksheets, vehicle daily check sheets, missed bin tickets, weighbridge tickets, complaint information, schedules, keeping these up to date, completing and returning them to the office in a timely manner.
- Proactively give information and report staff attendance, conduct and behaviour to the Supervisors or Senior Manager
- Using the supplied method complete the proper reporting forms including but not limited to Hazard Reports, Accident/Incident forms and other similar paperwork as necessary, these may be paper forms or through the use of in cab technology, ensure that health and safety policies and procedures are followed and maintained by all your team at all times.
- Maintain a good standard of appearance and conduct as a representative of Lancaster City Council, wear the Uniform and personal protective equipment provided to you.
- The post holder must carry out their duties with full regards to the Council's health and safety policies and procedures.

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- The post holder should take a proactive approach to waste collection in order to deliver a high standard of service

Primary Measurable Objectives

- **Driving RCV** – with the objective of contributing to a clean & safe environment whilst meeting recycling targets; organising crew to ensure successful completion of daily work tasks.
- **Working safely** – Following all Health & Safety policies and procedures, the drivers handbook whilst working in accordance with occupational risk assessments. Utilise loaders to assist in safe manoeuvring of refuse collection vehicle.
- **Customer Service** – Dealing with customers and members of the public in a courteous and professional manner so as to engender confidence and loyalty in the service provided. Take responsibility for the cleanliness of your working environment, spillages are cleared, receptacles to be returned to the point of collection and not left to cause obstructions, gates closed.
- **Change Management** – Drivers to assist with round organisation, embrace new in cab technology to maximise efficiencies.

Staff Management Responsibilities

- Supervise the work done by a small team of loaders across multiple routes as required

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	HGV Licence, Full UK Driving Licence, Current CPC Card	Minimum 3 GCSE's Grade A – C or equivalent, including Maths and English	App Form, Interview, Certificate
Experience	Knowledge of relevant Health and Safety Legislation, general understanding of environmental issues, knowledge of use of computer in cab technology.	Clear understanding of the Route Optimisation methodology and associated working practices	App Form, Interview
Job Related Skills, Knowledge & Abilities		Good knowledge of all streets in the Lancaster and Morecambe District.	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Be physically capable of heavy manual work and of walking 15-20 miles per day. Co-operate and work with teams to ensure the safe, timely completion of the allocated round. Support other teams, plan ahead to work together with a shared ownership of the outcomes.		App Form, Interview
Special Requirements/Other	As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of your Service. This will include undertaking corporate roles and project		App Form, Interview

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	work, as long as it is appropriate to grade of the post.		
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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	