JOB DESCRIPTION

POST TITLE: REFUSE LGV DRIVER/LOADER

POST NUMBER: SS16

GRADE: 6

RESPONSIBLE TO: Refuse Supervisor/Team Leader

LIAISON WITH: Other Refuse Team members, Members of the public and other officers of the Council.

KEY CORPORATE ACCOUNTABILITIES:

To act as part of the Kerbside Refuse Team and to promote and maintain a high level of Health & Safety.

KEY SERVICE ACCOUNTABILITIES:

1. To drive up to LGV Category C and non-LGV vehicle when required.
2. To undertake daily vehicle checks.
3. To lead the crew to collect refuse from households, trade premises and other locations in Mid Devon within a round (ensuring no collections are missed)
4. To assist other drivers when required in reversing and manoeuvring vehicles or on the completion of other rounds as required.
5. To accompany other drivers as a crew member where specified in round schedules.
6. To ensure all instructions on the driver’s notes are actioned.
7. To unload the vehicle at designated disposal or treatment sites as directed
8. To ensure that the vehicle is clear of all material at the end of the day and the cab is clean and tidy.
9. To carry out duties in the depot or street cleansing service as required.
10. To operate forklift and telescopic handler if required.
11. To ensure that all Health & Safety Regulations and safe working practices are adhered to and to be aware of all procedures relating to the safe operation of the waste service.
12. Ensure a good standard of service at all times.
13. Must be flexible in working arrangements due to seasonal/variations and new initiatives.
OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Senior Manager.

DATA PROTECTION:

It is the responsibility of the post holder to ensure that the section’s requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.
**REQUIRED COMPETENCY LEVEL**

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>LEVEL REQUIRED</th>
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<tbody>
<tr>
<td>Communication</td>
<td>2</td>
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<tr>
<td>Leading and Developing</td>
<td>2</td>
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<tr>
<td>Service Delivery</td>
<td>2</td>
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<td>Working with Others</td>
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For further information, please refer to the information attached to the recruitment pack on core competencies.
## PERSON SPECIFICATION

### REFUSE LGV DRIVER/LOADER

<table>
<thead>
<tr>
<th>Qualifications and Experience:</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>• LGV Licence (Category C)</td>
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<td>• Driver CPC card</td>
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<td>• Demonstrable experience of LGV Driving</td>
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<td>• Experience in the refuse industry</td>
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<tr>
<td>• Fork Lift Licence</td>
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<td>• Telehandler Licence</td>
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<tr>
<th>Knowledge and Expertise:</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>• A good standard of literacy and numeracy</td>
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<td>Knowledge of local area and ability to learn and retain knowledge of routes quickly</td>
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<th>Skills:</th>
<th>ESSENTIAL</th>
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<tr>
<td>• Able to communicate clearly</td>
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<td>• A high level of driving skills as required to manoeuvre vehicles due to on street parking and the nature of the district</td>
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<td>• Ability to meet agreed targets and standards</td>
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<tr>
<th>Personal Attributes:</th>
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<th>DESIRABLE</th>
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<tr>
<td>• Ability to work within a team and using own initiative</td>
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<td>• Commitment to customer care and good customer service</td>
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<td>• Flexible approach to working arrangements</td>
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<td>• Committed to equality of opportunity and understanding of diversity issues</td>
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<td>• To have an awareness of Health &amp; Safety</td>
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<td>• To have an awareness of Risk Management</td>
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<th>Special Requirements:</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>• Ability to lift varying weights</td>
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<td>Availability to work outside normal working hours</td>
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<td>• Ability to walk long distances</td>
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August 2018