

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>REFUSE LGV DRIVER/LOADER</b>
<b>POST NUMBER:</b>	<b>SS16</b>
<b>GRADE:</b>	<b>E</b>
<b>RESPONSIBLE TO:</b>	<b>Refuse Supervisor/Team Leader</b>
<b>LIAISON WITH:</b>	<b>Other Refuse Team members, Members of the public and other officers of the Council.</b>

### **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.

#### **SAFEGUARDING CHILDREN AND ADULTS AT RISK:**

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.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

**PERSON SPECIFICATION**

**REFUSE LGV DRIVER/LOADER**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• LGV Licence (Category C)</li> <li>• Driver CPC card</li> <li>• Demonstrable experience of LGV Driving</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the refuse industry</li> <li>• Fork Lift Licence</li> <li>• Telehandler Licence</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>• A good standard of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local area and ability to learn and retain knowledge of routes quickly</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Able to communicate clearly</li> <li>• A high level of driving skills as required to manoeuvre vehicles due to on street parking and the nature of the district</li> <li>• Ability to meet agreed targets and standards</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to work within a team and using own initiative</li> <li>• Commitment to customer care and good customer service</li> <li>• Flexible approach to working arrangements</li> <li>• Committed to equality of opportunity and understanding of diversity issues</li> <li>• To have an awareness of Health &amp; Safety</li> <li>• To have an awareness of Risk Management</li> </ul>	
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to lift varying weights</li> <li>• Ability to walk long distances</li> </ul>	<ul style="list-style-type: none"> <li>• Availability to work outside normal working hours</li> </ul>

**August 2018**