



Job title: Waste and Cleansing HGV/LGV Driver 3

Department: Communities, Environment and Resident Services

Service: Waste and Cleansing Services

Grade: GLPC E

Post reference number:

1 Job purpose:

You will drive and be fully responsible for the Council's Waste and Cleansing Vehicles up to Heavy Good Vehicles (HGV) that you are licenced to drive.

To be responsible for the day-to-day operations and safety of a small team providing a full range of refuse, recycling and cleansing duties throughout the City and surrounding Local Authorities. To use systems and software safely to deliver an efficient customer driven service.

To operate flexibly across a range of frontline services depending on service needs. This will include street cleansing, refuse collection, recycling and other Resident Services such as support to highways' services during inclement weather to achieve our public realm duties.

2 Principal duties and responsibilities:

1. To lead a crew to maximise productivity, responsible for managing the behaviour of the crew to deliver a best value service that meets the needs of our customers.
2. To mentor new drivers through the 'buddy' system, giving 40 hours of shadowing and real life training before signing them as competent to lead and manage a crew.
3. To comply with and be responsible for the Health and Safety of yourself, your crew, and the general public, using dynamic risk assessment at all times and taking appropriate steps to follow safety procedures and safe systems of work, including plant, vehicle and equipment.
4. To drive and maintain vehicles up to and including HGV within designated sets of rounds, routes or geographic areas.
5. Full knowledge of EU and domestic Tachograph driver hours legislation ensuring this is adhered to and keeping up to date with all legislation.
6. To undertake maintenance of the vehicle allocated to ensure the vehicle and equipment is safe to use. Making decisions about whether a vehicle legally is roadworthy by completing daily vehicle checks and reporting all defects.
7. To undertake cleansing of the vehicle and any ancillary equipment, including the inside of the cab, on a weekly basis, or more frequently as necessary if directed by the Shift Team Leader.

-
8. To drive at all times in a safe and courteous manner, **strictly** in accordance with the law, Council Policies and Procedures, reporting all accidents, incidents and near misses as they occur using the correct policy and procedure.
 9. To transport collected materials to designated disposal/discharge locations within and outside of the city, complying with the facilities site rules and returning documentation for central processing.
 10. To utilise in-cab systems and software in accordance with legislation to ensure a cost effective and value for money service is provided and record evidence of service delivery, not service delivery and any issues encountered.
 11. To report to Shift Manager at the end of each shift on any issues and concerns to avoid or resolve service failure and proactively assist with the identification, recommendation and implementation of improvements to the service
 12. To undertake day to day use of systems and processes, in addition to the allocation of duties, work rotas and resources within the team to ensure that the productive day is maximised.
 13. To ensure that you and your crew wear at all times whilst at work the current assigned uniform and personal protective equipment supplied by the City Council, keeping it in a clean and presentable condition as an envoy for Nottingham City Council.
 14. To work outside with exposure to all weather conditions, performing work that requires physical effort with periods of substantial effort and assisting with snow clearance and winter gritting operations.
 15. To apply chemical and cleaning products in a range of circumstances in accordance with training received.
 16. The postholder must be prepared to work at locations throughout the whole City and Surrounding Local Authorities in accordance with the needs of the service.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The

post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

Day to day accountability for the supervision of up to 4 Public Realm Operatives (Level 1, and 2)

7. Post holder's immediate supervisor: Team Leader

Prepared by/author: Alvin Henry **Date:** December 2022

Job title: Head of Waste Cleansing Services

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

Person Specification



Nottingham
City Council

Job Title: Waste and Cleansing HGV/LGV Driver 3

Department: Communities, Environment and Resident Services
Service: Waste and Cleansing Services
Grade: GLPC E
Post reference number: Communities, Environment and Resident Services

Areas of Responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical	Ability to work with and carry materials of an unpleasant nature.		✓		✓	
	Ability to carry out vehicle driver inspections and maintenance to ensure the vehicle is safe to drive and the equipment is safe to use			✓	✓	
	Knowledge and understanding of Health & Safety and the ability to comply with legislation and the City Council's policies and procedures.		✓		✓	
	Knowledge of the safe operation of vehicles up to and including HGV.				✓	
	Knowledge of road safety and the impact of working in a traffic environment.		✓			✓
	Ability to prioritise and allocate work and respond to urgent instructions.			✓	✓	
Teamwork and Communication	Ability to lead a team and give work instructions and manage performance					
	Ability to communicate effectively both written and verbally with other members of the team and member of the public		✓		✓	
	Knowledge of Council functions to inform signposting and community engagement		✓		✓	
	Basic knowledge of Council's environmental enforcement policies and processes		✓		✓	
Work Related Circumstances	Have a flexible attitude to work and be prepared to work shifts, including early mornings, evenings and weekends, and public bank holidays					
	Ability to walk up to 15 miles per day and maintain a long period of physical effort and willingness to maintain a high fitness level in line with the duties of the job		✓			
	Be prepared to work outside in all weather		✓		✓	

	conditions, in any area of the City and surrounding Local Authorities					
	Willingness to undergo training relevant to the job		✓		✓	
	Willingness to work on own for long periods		✓		✓	
	Category C (HGV Class II) driving licence essential.		✓			✓
	A valid Drivers Qualification Card (CPC) is essential		✓			
	Willingness to comply with the City Council's non-smoking policy		✓			
Work to promote mutual respect and good relations	Knowledge and commitment to Nottingham City Council's Equality and Diversity policy		✓		✓	
	Experience of providing an excellent customer service and be committed to providing a high standard of customer care.				✓	

P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
---------------------------	-----------------------	----------------	---------------------	--------------------------------

Prepared by/author: Alvin Henry **Date:** December 2022

Job title: Head of Waste Cleansing Services