# Job Description and Person Specification

## Job details

Job title: Street Cleansing Light / Medium Goods Vehicle Driver

Grade:

Reports to: Works Supervisor

Responsible for:

Directorate and Service area: Highways and Waste, Street Cleansing Team

## Purpose of the job

Waste Services plays a pivotal role in ensuring that communities are not only clean and safe but also moving towards a more sustainable future. As a single - tier authority, we can take a holistic approach to delivering services efficiently and consistently across the whole area for the benefit of our communities.

Management of waste and associated resources is a statutory function, and the service is highly regarding by North Northamptonshire residents providing Waste Collection and Cleansing, Household Waste Recycling Centres and managing a portfolio of contracts, performance management systems and service level agreements related to the environment and the treatment and disposal of collected materials. These are high risk, demand led services which interface with member of the public.

To carry out Street Cleansing activities as directed by the Cleansing Supervisor for tasks on public land or relevant highways or contracted land that meets the expected standards as outline by Defra in the Code of Practice on Litter and Refuse.

To ensure that all tasks are completed in accordance with quality standards, standard operating procedures and specifications contained within the teams operating procedures.

## Principal responsibilities

1. Ensure all operations tasks are completed within an appropriate time which is in line with the operational targets for the service.
2. Be able to operate a cross-team approach working to deliver high quality standards and ongoing continuous improvement for the service.
3. Effectively communicate with team members and the public with respect to cleansing and related issues. This will involve face to face communication and the use of mobile phones.
4. Drive allocated vehicles and cleanse allocated areas to the required standard and frequency. This includes removal of litter, street litter and dog waste bin servicing, removal of fly tipped material, removal of graffiti, dead animals and fly posting
5. Use and maintain a range of vehicles, plant, tools and equipment in accordance with Manufacturer’s instructions, including the completion of all maintenance checks.
6. Perform monitoring to ensure that vehicles (where allocated) are maintained in a clean and tidy condition. Undertake Drivers responsibilities in accordance with the Councils Driver requirements, including relevant maintenance checks, reporting all defects in line with the Council’s defect reporting procedure.
7. Provide witness statements and attend Magistrates Court as required in support of the Council’s prosecution of fly tipping and other environmental offences that you have been directly involved in, in finding evidence as part of your role.
8. Ensure that all activities are carried out in line with the Council’s safe working practices, ensure correct use of uniform and personal protective equipment, and risk assessments.
9. Represent the Council in an efficient and professional manner in the course of their duties, maintaining accepted professional standards, the Council’s policies and procedures and appropriate legislation (including Data protection, equalities, safeguarding and counter terrorism)
10. Undertake any other duties as directed by the Works Supervisor.

## General responsibilities applicable to all jobs

1. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is always taken for the health, safety and welfare of yourself and other persons).
2. Support, contribute and comply with quality and governance procedures as directed by the line manager
3. Advise line manager of any issues which prevent the post holder from completing the duties as described above.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
5. To wear the Council’s protective uniform correctly and comply with all Health and Safety legislation/regulations, including: safe working practices, risk/COSHH assessments.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Key Knowledge, Skills and Behaviours

* Ability to work outdoors in all weathers.
* Ability to walk, bend, kneel and stand for long periods of time and perform heavy lifting if needed.
* Ability to work weekends on a rota basis.
* A full clean driving licence together with a 7.5 tonne licence or a willingness to undertake training to drive 7.5 tonne vehicles.
* Should have a positive attitude to a physically demanding role.
* Ability to work in a team or individual based environment.
* Flexibility and willingness to be involved in all aspects of the operation of the street cleansing service.
* Ability to work well unsupervised, manage time effectively and be self-motivated.
* Must be polite and helpful with the public, representing the Council Values and Behaviours at all times.
* Present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding
* Ensure that all work carried out by you is in line with business and service plans and supports the overall aims and ambition of the Council
* Plan your workload effectively, reporting achievements, and problems to appropriate managers and project leaders
* See tasks and objectives through to completion
* Approach challenges with drive and enthusiasm
* Strive for continuous improvement in your work and manage your learning and development to enable you to perform to the best of your ability
* Create novel solutions to improve services and ways of working and challenge conventional practices
* Be enthusiastic about the Council’s services and look for opportunities to promote and sell them
* Take responsibility for managing your time, seeking efficient ways to carry out your work, maximising your output and minimising wastage
* Use and acquire materials effectively and efficiently minimising wastage, recycling where possible, and striving for cost effectiveness
* Demonstrate consideration, and respect for other’s feelings and opinions and avoid judging and making assumptions
* Maintain positive working relationships with external contacts in order to maintain the reputation of the Council
* Seek to actively solve problems and avoid passing the issue on to others or leaving the problem unresolved

**If a DBS Disclosure is required for the role, include the following clause.**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause.**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Experience of working in an outdoor environment and of undertaking a range of manual tasks.Two years driving experience.Full UK driving licence including categories B, C1, BE C1+E | Experience of working in a customer facing environment.Experience of tools and plant used in street cleansing activities, including the use of mechanical sweeping machines. |
| Experience and Knowledge | Understanding of Health and Safety systems including manual handling and risk assessments. | Basic mechanical knowledge |
| Ability and Skills | Ability to work outdoors in all weathers.Ability to walk, bend, kneel and stand for long periods of time and perform heavy lifting if needed.Positive attitude to a physically demanding role.Ability to work in solo or in a team environment.Flexibility and willingness to be involved in all aspects of the operation of the street cleansing service.Able to work well unsupervised, manage time effectively and be self-motivated.Be polite and helpful, representing the Council’s values and behaviours at all times. |  |
| Equal Opportunities | General understanding the equalities requirements in the context of the provision of the street cleansing service. |  |
| Additional Factors | Able to be flexible.Occasional requirement for working on the evenings or weekends. |  |