

Lancaster City Council - Job Description & Person Specification

Job Title:	Driver (Non – HGV)	Grade:	GG57	Job Code:	LCC281
Service/Team:	Waste & Recycling	Role Type: *Delete as appropriate	FIXED	Reports to: *Title & LCC Code	Operations Manager & Supervisors
Line Manages: *Title/s & LCC Code	n/a				

Job Overview
<u>Overview</u> - Safely drive a range of the Council's vehicles (up to 7.5 tonne) in order to deliver waste containers and other associated equipment and tools to residents and businesses across the district. - To collect recyclables from Lancaster City Centre - To do the weekly medical waste collection run from around the district.
Direct Responsibilities
- To safely drive a range of delivery vehicles (up to 7.5t) in order to deliver and remove waste containers and other associated items to a variety of locations whilst observing relevant laws and codes of practice relating to road traffic, highways, pedestrians and council procedures. You will be required to drive vehicles up to 7.5 tonnes and it will be expected that you maintain a clear, current driving licence. - To maintain a full current UK driving licence with the relevant classifications. - To ensure daily completion of work and adherence to the Council's policy and procedures. - To work flexibly on a rota system, including weekends and bank/public holidays. - 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. - 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. - To safely manoeuvre the vehicle, taking account of 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 solutions. When called to do so proper operation of refuse/recycling containers and bin lifting equipment in a safe manner.
- 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.
- You must identify and report the reasons for non-delivery/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 immediately.
- Undertake other duties that are associated with refuse collection, for example, acting as a refuse collector, house clearances, and medical collections (ADR).
- Have the ability to use power tools to make basic repairs to bins, ie replacing/removing lids and wheels.
- Be proactive and advise residents on appropriate methods for separating and presenting waste.
- You must take responsibility for the cleanliness of your working environment, ensure gates are closed and accidental spillages are cleared.
- 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.
- Undertake other reasonable manual duties appropriate to the grade and experience of the post holder, as directed by Supervisors, and Senior Officers and in response to reasonable requests by other office staff.
- Be physically capable of heavy manual work. Co-operate and work with support and administrative staff to ensure the safe, timely completion of the deliveries. Support other teams, plan ahead to work together with a shared ownership of the outcomes.
- Maintain records such as worksheets, vehicle daily check sheets, complaint information, schedules, keeping these up to date, completing and returning to the office in a timely manner. This may be paper forms or through the use of in cab technical solutions.
- 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.
- The post holder should take a proactive approach in order to deliver a high standard of services.

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Primary Measurable Objectives
• Contributing to a clean & safe environment – Successful completion of daily work tasks, promote recycling by helping customers to recycle, sorting where necessary & distribution of educational literature in order to meet recycling targets. • Working Safely – Following all Health and Safety policies and procedures, working in accordance with occupational risk assessments for domestic waste and recycling collections. Report in a timely manner accidents and hazards. • 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 the working environment, spillages are cleared. • Change Management – Help to maximise efficiencies from changing working practices including in cab technology in order to incorporate and service, where practicable new and additional properties in the district within existing resources.
Staff Management Responsibilities
• Supervise work done by deliverers (sometimes)

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Class C1 licence, Full UK Driving Licence, Current CPC Card, minimum 3 GCSE's Grade A – C or equivalent, including Maths and English, good knowledge of all streets in the Lancaster and Morecambe District. Full, clean, current driving licence is essential. The post holder is required to drive vehicles up to 7.5 tonnes (Category C1 Licence). Current and updated DCPC Current and valid ADR Packages to allow Medical waste collections to take place. NB. If the post holder does not have this, training will be provided. Gaining the ADR accreditation must be achieved within the probationary period.		App Form, Interview, Certificate
Experience			App Form, Interview
Job Related Skills, Knowledge & Abilities	Knowledge of relevant Health and Safety Legislation General understanding of environmental issues		App Form, Interview

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	Knowledge of use of computer in cab technology. Set Daily tasks and regularly monitored.		
Personal Attributes Including Interpersonal & Communication Skills			App Form, Interview
Special Requirements/Other			App Form, Interview

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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:	