**SEFTON METROPOLITAN BOROUGH COUNCIL**

##### JOB DESCRIPTION

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| **Post:** | | Driver 2 | | **Location** | Boroughwide |
| **Department:** | | Operational In-House Services | |  |  |
|  |  | |
| **Section:** | | Waste Management & Street Cleansing Service | | | |
| **Grade:** | | Grade D – (SCP 5-6) | |  |  |

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| Responsible to: | Waste Management or Street Cleansing Supervisory Officer |
| Responsible for: |  |

**JOB PURPOSE**

Undertake waste & recycling collections from residential or commercial premises as directed. Adhere to all statutory road traffic regulations. Maintain the cleanliness of the borough by driving and operating vehicles as assigned and trained, whilst working as a member of the team, positively representing the service and the Council as a whole.

**MAIN DUTIES**

1. Drive and take responsibility for the assigned vehicle (C licence over 7.5 tonnes gross vehicle weight) and operate any power mechanisms as appropriate.
2. Clean the vehicle to the required standard, undertake regular vehicle checks (and ancillary equipment checks were appropriate), and carry out routine maintenance (see specific details on Driver’s Checklist)
3. Report any vehicle defects or accidents immediately to the appropriate person and follow Council policy at all times.
4. Load and unload the vehicle, using mechanical aids as necessary and ensure sufficient supplies and equipment are loaded onto the vehicle at the agreed frequencies - daily/weekly.
5. Complete all necessary documentation, either hard copy or electronic as required.
6. Tip any collected rubbish/spoils/waste/etc as per the defined standards and practices.
7. Transport goods, personnel, and equipment as appropriate.
8. Undertake ancillary duties as appropriate to the type of work being undertaken.
9. Using mobile technologies, maintain communication in accordance with the Council’s procedures and Statutory Regulations, and organise daily workloads.
10. Liaise with the designated line management as necessary to implement amendments to the route plan to ensure optimum efficiency.
11. Act as first point of contact with your line manager to assist with the communication flow between management and staff re: operational issues.
12. Ensure that crew members adhere to operational requirements i.e. wearing of personal protective equipment, following procedures and protocols.
13. Duties will be carried out for jobs up to and including those within the same grade, provided such duties are within the competence of the employee.

**SPECIAL CONDITIONS (if applicable)**

See person specification for details of qualifications and experience required, vehicle checks to be undertaken and ancillary equipment operated in relation to Driver 1 role.

All vehicles must be operated within the Statutory Road Traffic Regulations/Acts, and within agreed local procedures.

All machinery must be operated in accordance with the manufacturer’s guidelines and health and safety regulations, always ensuring the safety of colleagues and the public.

All Personal Protective Equipment (P.P.E.) provided must be worn at all times. No smoking policy operates within the Council.

Operating times for the services must be observed.

**GENERAL**

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

Undertake and participate in training, coaching and development activities, as required.

Prepared by:

**Name:** Michelle Williams, Head of Service

**Date:** June 2022

PERSON SPECIFICATION

DRIVER 2

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| PERSONAL ATTRIBUTES REQUIRED | ESSENTIAL (E)  OR  DESIRABLE (D) | HOW  ASSESSED |
| Qualification/Training  1. Full Driving Licence with ability to driver vehicles up 7.5t  2. Training in Manual Handling.  3. First Aid Certificate. | E  D  D | AF/I/C  AF/I  AF/I/C |
| Experience   1. Experience of completion of relevant paperwork.   2. Experience of route planning.  3. Experience in similar environment. | E  D  D | AF/I  AF/I  AF/I |
| Knowledge Skills & Attributes  1. Knowledge of Manual Handling Techniques.  2. Ability to work as part of a team or alone as the service dictates   1. Reliable, punctual and a good level of attendance. 2. Knowledge of Sefton and Liverpool Areas. | E  E  E  D | AF/I  AF/I  AF/I  AF/I |
| Special Requirements  1. A degree of flexibility in relation to working hours.(night work) | E | AF/I |

KEY: AF Application Form

I Interview

C Certificate

T Test