**SEFTON METROPOLITAN BOROUGH COUNCIL**

##### JOB DESCRIPTION

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| **Post:** | Apprentice Large Goods Vehicle (LGV) Driver (Cat C) | **Location** | Borough Wide |
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| **Department:** | Operational In-House Services (Cleansing) |  |  |
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| **Grade:** | NMW for age |  |  |

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| Responsible to: | Waste or Street Scene Officer |
| Responsible for: |  |

**JOB PURPOSE**

Assist with the cleanliness of the borough by supporting with the driving and operating of vehicles as assigned, whilst working as a member of the team alongside the cleansing operatives.

**MAIN DUTIES**

1. Shadow the driver and support as necessary 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, supporting with the regular vehicle checks (and ancillary equipment checks were appropriate), and carry out routine maintenance
3. Assist in report any vehicle defects or accidents immediately to the appropriate person, operate and monitor the vehicle systems.
4. Gain knowledge, experience and advice from drivers on how to and be able to manoeuvre the vehicle in restricted spaces.
5. Help when requested in loading and unload the vehicle, using mechanical aids as necessary and ensure sufficient supplies and equipment are loaded onto the vehicle daily/weekly.
6. Support the driver with the timing of the routes and with any information on the collection and/or delivery of loads.
7. Assist with the necessary paperwork.
8. Tip any collected rubbish/spoils/waste/etc as per the defined standards and practices.
9. Undertake ancillary duties as appropriate to the type of work being done.
10. Using mobile technologies, maintain communication in accordance with the Council’s procedures and Statutory Regulations, and organise daily workloads.

**SPECIAL CONDITIONS (if applicable)**

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, ensuring the safety of colleagues and the public at all times.

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 appropriate.

Prepared by: **Name:** Gary Brennan

**Date:** August 2023