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| Directorate: | Place | **Section**: | Streetscene & Parks Management |

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| **Job details** |  |
| **Job title:** | LGV Driver – Refuse Collection |
| **Grade:** | Grade 2B (SCP 8-11) |
| **Location of work:** | Work from Turnpike House |
| **Directly responsible to:** | Environmental Co-ordinator  |
| **Directly responsible for:** | N/a |
| **Hours of duty:** | 36 hours per week over 4 days, Tuesday, Wednesday, Thursday, Friday |
| **Primary purpose of the job:** | To drive and be responsible for any allocated vehicle.To assist in the removal of refuse, green waste, recyclables and waste from highways, households, industrial and commercial premises, open land, rear passage-ways and empty properties. |

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| Main duties and responsibilities/accountabilities |
| 1. Receive and address customer requests in an appropriate manner
2. Ensure that loaders carry out duties in accordance with H&S Regulations and Service Standards.
3. Report all quantity and quality issues to the Team Leader.
4. To check the allocated vehicle on a daily basis to ensure safe operation of the vehicle including the lifting mechanism where appropriate and immediately report any faults to the appropriate line manager.
5. Undertake routine maintenance on the vehicle as required, e.g. oil check; maintain water levels, clean mechanisms.
6. To be aware of health and safety issues associated with the job and take all necessary precautions to avoid accidents.
7. Wear all safety equipment and uniform provided as requested.
8. To be polite and helpful to members of the public and trade customers ensuring compliance with the City Councils code of conduct and to provide advice on all services as requested.
9. Complete all paperwork connected with the round as requested.
10. Ensure that the Driver’s log book or tachograph is completed and up to date at all times ensuring compliance with driver regulations.
11. Report any accident or near miss immediately to the appropriate manager.
12. Drive in a safe and courteous manner with due regards for other road users.
13. Comply with any site rules relevant to the location visited.
14. Assist in the purchase of new vehicles by utilising demonstration vehicles where necessary and completing the relevant reports.
15. Identify and report any problem areas on the rounds and offer suggestions for improvements.
16. To work flexibly in terms of hours and across all rounds, services and between jobs to meet the needs of the Directorate.
17. Report any defects on the vehicle, which may impair its performance and safety to your line manager and an appointment made to have the vehicle inspected by the Vehicle Maintenance Services Department.
18. Report any part of the vehicle, which may put an employee or member of the public at risk of personal injury, to your line manager and Vehicle Maintenance Services immediately before continuing with any work.
19. When assisting operatives to empty containers, to ensure that all wheeled bins/containers are emptied and returned to designated locations.
20. Report any trade waste being deposited next to containers for collection, or any member of the public trying to dispose of additional waste into your vehicle without authority.
21. To be able to work as part of a team.
22. The post holder must report all quantity and quality issues to their team leader
23. The post holder must carry out duties in accordance with health and safety regulations and service standards
24. The post holder must receive and address customer requests in an appropriate manner
25. The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.
26. To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.
27. To undertake any other such duties that are reasonably commensurate with the level of this post.
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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: April 2013 valid 2018

**Prepared/revised by: Damian Thornton**

**Agreed job description signed by holder:**