

Driver Operative

Department	Recycling & Waste Resources/Commercial Waste
Pay Grade	G4
Responsible to	Service Delivery Manager

Role Purpose

Recycling & Waste/Commercial Waste

To provide an efficient and effective service by driving the Council's HGV vehicles whilst supervising the activities of the Environmental Operative (Loaders) as part of the crew for the daily designated recycling and waste collection and food waste rounds from private residents and businesses across the Horsham District. Ensuring all bins on the designated round are collected in a safe, and appropriate manner in accordance with both health and safety guidelines and Council procedures to provide an efficient and effective recycling and waste collection service.

Role Specific Responsibilities / Accountabilities

- To be responsible for, and to drive the Council's HGV vehicles in a safe and appropriate manner to ensure the vehicle is clean, safe to drive and in full working order while either collecting bins on the designated round, reporting any faults, incidents, or issues to the appropriate person within an appropriate timeframe.
- To act as the charge hand of the crew (whilst driving), ensuring that all members of the crew carry out their duties to the best of their abilities, ensuring all health and safety procedures are followed and that the round is completed as per instructions by following the Council's Health and Safety policies ensuring safe working practices are adhered to by themselves and the crew, including wearing Personal Protective Equipment (PPE) and the designated uniform.
- To complete all administration procedures associated with the vehicle and the round, including daily worksheets, timesheets, vehicle logbooks, and all other relevant administration processes as required, including reporting any vehicle faults, and recording any missed or damaged bins accurately on the in-cab system as required.
- To ensure all Council policies and operating procedures for health and safety, safeguarding and customer service are followed and carried out to a high standard to deliver a good recycling and waste service or street cleaning service across the district maintaining the reputation of the Council.
- To ensure work allocated is carried out within the prescribed timescales and remedy any failures.

- To carry out daily and weekly maintenance checks on the vehicle and equipment, reporting any defects immediately on the appropriate form to the Transport team, including thoroughly washing down the vehicle on a weekly basis and keeping the cab clean and free of debris or other obstructions and where necessary maintain to vehicles manufacturer's recommendations (driver maintenance).
- As necessary carry out loader duties at relevant points of the round to ensure completion and to cover absence for operatives, when required.
- To be responsible for the safe disposal of the vehicle's contents at the appropriate disposal site ensuring all site instructions are adhered to.
- To attend regular Toolbox Talks and participate in all other training relevant to the role and as the Council requires, ensuring all knowledge and skills are kept up to date.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.

Essential Criteria

- Professional driver with appropriate clean HGV Licence.
- Valid CPCD (Certificate Professional Competency Driver).
- Knowledge of Health and Safety in relation to refuse collection or street sweeping activities.
- Knowledge of safeguarding procedures.
- Customer service skills and ordinary courtesy communication skills in dealing with others, including crew members, residents, and members of the public.
- Supervisory skills of other's activities.
- Working as team to deliver an efficient service on a day-to-day basis.
- Basic administration including reports, forms and timescales and using computer systems where necessary.
- Able to do physical manual handling work following correct manual handling procedures.

Desirable Criteria

- Digital Tachograph Driver Card would be desirable (or willingness to obtain this with financial support)

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly