

# Yard & Vehicle Co-ordinator

Department	Recycling and Waste
Pay Grade	G3
Responsible to	Transport Manager

## Role Purpose

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The post holder will be responsible for maintaining the cleanliness, organisation and safety of the yard and surrounding areas ensuring it remains, tidy, hazard-free and is well maintained at all times.

This role supports the daily operations by ensuring equipment, materials are stored correctly, and vehicles are parked safely and practically to allow for the smooth and safe departures the following morning. As directed by your manager, you will assist with the transportation of staff, vehicles and parts to various locations as required.

The Yard & Vehicle Co-ordinator plays a vital part in the successful operation of the depot services and contributes directly to the efficiency and safety of depot-based activities.

## Role Specific Responsibilities / Accountabilities

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- To ensure the yard environment (including workshop and depot areas) is maintained in a clean, tidy and hazard free state ensuring staff safety is paramount at all times.
- To organise parking of vehicles on their return to the depot, acting as a reversing assistant where required and responsible for ensuring vehicles are parked in an organised, safe and suitable manner.
- To transport crew members to and from locations as instructed to support the effective service delivery of waste and recycling operations across the district.
- To transport vehicles for MOT's and other vehicle checks as instructed to support the efficient service delivery of waste and recycling operations across the district.
- To transport vehicles, parts and tools between the two workshop locations as required to support the maintenance and repair of the vehicle fleet.
- Accurately complete and submit all required paperwork, logs and records relating to driving and yard operations including documentation relating to MOT/vehicle checks with the third-party provider.
- To ensure that all documentation meets internal audit and compliance standards.
- To be responsible for washing the vehicles as required to ensure vehicles are clean, tidy and ready for use by the crews for the next round.

- Collaborate with team members and management to improve yard processes and documentation procedures.
- To report any discrepancies, damage, or safety hazards promptly to management.
- To carry out such other duties that may reasonably be required

## Knowledge, Skills and Qualifications

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

### Essential Criteria

- LGV Class 2 Driving Licence.
- Able to communicate with a range of people including drivers, fitters, and all users of the depot.
- Able to work alone safely and independently.
- Able to follow instructions.
- Good basic standard of education.
- Numeracy and literacy skills with ability to complete paperwork/forms accurately.
- Able to use a PC/ Laptop or Tablet.
- Good organisation skills.
- Understanding of health and safety matters

### Desirable Criteria

- HGV Driving experience
- Familiarity with yard operations and procedures.
- Previous work in the waste industry

## Appendix

### Generic Employee Responsibilities / Accountabilities

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- 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

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**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