

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	LGV Driver	JEID	M0690
Salary Grade:	H		
Team:	Operations		
Service Area:	Waste Management		
Primary Location:	Any Household Waste recycling Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader / Delivery Manager		
Responsible for:	n/a		

#### Role Purpose

To carry out skip haulage for the Waste Management Service. Working at all the sites managed by Warwickshire County Council.

#### Role Responsibilities

1. Drive and operate LGV vehicles for the Waste Management division
2. Load and sheet containers and recycling banks of varying sizes in a safe manner, carrying out all attendant tasks such as removing loose material and securing/checking locking mechanisms & free movement of hinges.
3. Carry out daily and weekly vehicle checks plus minor maintenance and regular cleaning tasks on the vehicles under your control and the containers on sites, to include – but not limited to – greasing of the self sheeting mechanisms in accordance with manufacturers instructions.
4. Complete and submit relevant paperwork/ check sheets related to vehicles/ containers and waste management including Duty of Care Waste Transfer Notes, Load Notes/ Records and where required Hazardous Waste Consignment Notes and any other required paperwork.
5. Assist with the smooth running of Household Waste Recycling Centres (HWRCs) and transfer stations.

6. Attend other facilities and sites for commensurate work as required including working weekends and bank holidays.
7. Empty/discharge containers/vehicles at designated facilities as required, including but not limited to, reprocessing plants, transfer stations and landfill sites.
8. Comply with reasonable instructions from line management, supervisors and staff at receiving sites.
9. Ensure at all times the health and safety of self and all others within the working environment, including road users, public and colleagues.
10. Attend all training and legislation updates.
11. Ensure and monitor compliance (self and colleagues) with applicable Road Traffic, Highway Code, CPC, Hazardous ADR and associated follow-on Legislation.
12. Assist Supervisors and Managers in achieving full Safety, Health and Environmental (SHE) & Quality Systems compliance to ISO Standards. The driver will be expected to co-operate with senior staff in the pro-active management of all health and safety issues including reporting and investigating all accidents, incidents and near-misses in accordance with corporate policy
13. When not driving – and where the appropriate licence is held, the driver will be required to carry out other duties using forklifts, shovels, rubber duck, weighbridge, and manually helping on sites, while the list is not exhaustive this is an example of areas that you will be expected to work within. Where the appropriate licence is not held, training will be undertaken.
14. The driver is to ensure that they find the most economical filling point for the vehicle and procure fuel in accordance with Corporate instructions.
15. Keep the vehicle clean and tidy to include cleaning and hoovering cab interior, jet washing the wheels at approved sites etc.

#### Occasional Tasks

16. Weather related tasks such as winter gritting and summer dust suppression/ water-bowsing of sites to control dangerous or adverse ground conditions (there may be other jobs such as leaf clearance/ litter picking)
17. Training of new personnel
18. Assistance with publicity, waste minimisation and educational initiatives
19. Use of LGV & non-LGV vehicles to convey/assist with the siting/distribution of various equipment and supplies to HWRCs.

## **Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Holder of a LGV driving licence	A & I
Ability to work under own initiative, but also as part of a small team	A & I
Capable of physical manual work, outdoors in all weathers.	A & I
Confident of dealing with a wide variety of situations and people.	A & I
Ability to be flexible with changes in work shift patterns	A & I
Ability to work some weekends and bank holidays	A & I
The ability to operate heavy plant machinery (training will be provided)	A & I & D
A good understanding of the English language	A & I
Adequate levels of vision, hearing & mobility, with or without the use of aids	A & I
Ability to undertake continued training and development required or relevant to the post including completion of CPC and Class 9 Hazardous ADR Qualification	A & I
Ability to work with the public and with the existing members of staff	A & I

### Desirable Criteria

Assessed By:

Previous experience of using a hook lift vehicle (ideally 2 years)	A & I & D
Experienc of recycling and waste disposal methods	A & I & D
Previous experience of plant and equipment operation or training	A & I & D
Qualification in First Aid	A & I & D
Qualifications associated with Waste Management, Recycling or Health & Safety practices	A & I & D
Class 1 to 8 Hazardous ADR Qualification	A & I & D
Class 9 Hazardous ADR Qualification	A & I & D
Have an interest in waste minimisation and recycling	A & I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	