Job Description

Service: Waste, Recycling & Cleansing
Post Title: LGV Driver Loader
Post Number: 10176, 10200
Grade: 10 plus Market Forces = 16B (£21,589 – £22,462)
Responsible to: Refuse/Recycling Operatives

1. Job Purpose
To drive a recycling/refuse collection vehicle, carry out daily maintenance checks, lead the team working on the particular collection round and report relevant issues to the Recycling / Refuse Supervisor.

2. Main duties and responsibilities
a) Carrying out daily maintenance and checks on the allocated vehicle and reporting any defects.
b) Driving and operating the recycling / refuse vehicle safely round the required route and to the required discharge point.
c) Acting as team leader and directing activities for the allocated crew.
d) Ensuring that all boxes / bins on the relevant round are emptied in accordance with Council policy.
e) Assisting with loading recycling / refuse onto the vehicle when appropriate (for example, where there is a large number of bins at a collection point).
f) Responding politely to approaches from members of the public.
g) Reporting accidents and incidents as required.
h) Maintaining operational records as required, i.e. logging missed or contaminated bins including the use of in cab technology.
3. **Supervision**
   a) A Class C driving licence for a large goods vehicle is essential.
   b) Skill in driving a large vehicle, involving a great deal of use on narrow roads and difficult access areas.
   c) Problem solving skills.
   d) Communication skills.
   e) Team leadership skills.
   f) Good customer relations skills.
   g) Physical fitness and ability to move bins and lift boxes as required.
   h) Available for occasional weekend work, following bank holidays.
   i) Knowledge of refuse vehicle operation is highly desirable, but training will be given.

4. **Organisation chart**

   Recycling/Refuse Supervisor
   
   | |
   
   LGV Driver Loader
   
   | |
   
   Loader

5. **Scope for impact**

   We are a public face to the Council. Good customer services are important for the good image and reputation of the Council. The post-holder has a significant impact on the quality of the refuse collection service throughout the District. This is one of the most highly visible of the Council’s services.
6. **Contacts**

Other Council employees.

Operators of waste disposal sites.

Members of the public.

7. **Training and development**

The Council is committed continuous improvement in all areas. As part of this commitment we have a supportive learning environment that encourages staff to develop skills and knowledge which in turn, helps in the successful achievement of the business objectives of the organisation.

Managers/Supervisors and Employees are encouraged to evaluate the effectiveness of any training undertaken in terms of new skills learned that can actively assist the employee and the organisation in achieving its' business objectives. Managers/Supervisors are encouraged to allow sufficient opportunity for any newly acquired skills or knowledge to be put into practice to ensure the learning is not lost.

All employees are required to:

a) Co-operate with their manager or supervisor in assessing their own training and development needs,

b) Participate in training and development activities, and

c) Participate in evaluating those activities.

8. **Investors in People**

As an Investors in People Gold Award holder and a Disability Confident Employer, we value diversity and celebrate individuality across our workforce. We are committed to equal opportunities in employment and service provision and are only interested in your ability to do the job.
9. **Our Vision, Our Values, Our Behaviours…**

The culture of our organisation is a ‘lived culture’, we believe in:

“Making a healthy and desirable place where people want to live, work and visit.”

Our key Values are: Respected, Communicative, Conscientious and Purposeful.

Do you share Our Vision, Our Values, Our Behaviours? If you do, then this may be the right opportunity to join us in living and promoting those values and behaviours through your daily work with us.

10. **Safeguarding Commitment**

Teignbridge District Council will comply with its legal obligations in relation to recruiting people to work with children/vulnerable adults.

11. **Health and safety**

All employees are required to take care for their own health and safety and that of their colleagues and others affected by their actions. You are required to comply with the Council’s health and safety policy and any instructions, training and guidance for health and safety provided to you.

You must report to your manager or the Council’s Health and Safety Officer any matter that appears to represent a danger to health and safety at work.

Managers and supervisors are responsible for ensuring that proper arrangements are made for the health, safety and welfare of their staff and others affected by their operations. These arrangements include risk assessments, training, guidance,
instructions, safe working environment and safe equipment and materials, as
detailed in the Council's Health & Safety Policy.

The Council's Health and Safety Policy is available in each department and on the
Intranet. Ask your manager if you are unsure where to look.

12. Customer Service
The Council is committed to high standards of customer care and customer service
to all sections of the community. All employees are required to comply with the
standards of service set by the Council.

13. Information and computer use
As an employee of Teignbridge District Council you are expected to abide by the
law. This includes the Freedom of Information Act, the Data Protection Act and the
Computer Misuse Act, amongst others. Together these acts cover every type of
information that the Council uses. Failure to do your job in line with the requirements
of these acts can result in a personal criminal record.

For your own protection you should become familiar with the Council’s ICT Security
policy and Data Protection Policy. These can be found on the Intranet and in the
employee handbook. Ask your manager if you are unsure where to look, but obtain
a copy and read it carefully.

14. Data Quality
All employees are required to comply with the Council’s Data Quality Strategy. You
are responsible for ensuring that any information or data you collect complies with
the Data Quality Objectives.

Managers are responsible for ensuring that data sets provided to others com

The Data Quality Strategy is available on the Intranet. Each department has one or
more Data Quality Champions who can explain the requirements to you.
15. Development of Shared Services

We are currently looking at ways of working with other Councils in Devon. There is a possibility this post could become part of a shared service in the future and as such there could be a change to the post-holders’ terms and conditions of employment. Any proposed changes will be discussed with the post-holder and will be in accordance with any joint policies or protocols in existence at that time.

16. Data Protection

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process as per the General Data Protection Regulation.

The organisation is also committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

All information is processed in line with the General Data Protection Regulation.

Important, please also read the full Job Description and Person Specification to inform your application and supporting statement.

17. Special notes and conditions

Working Hours

Hours of work will normally commence at 6.30am and the working hours are 37 per week. These hours are averaged over a calendar month, which means that you will not be paid overtime unless you work on a task-and-finish basis and the number of hours you are required to work on Mondays to Fridays is more than 7.4 hours multiplied by the number of working days in the month, or you are required to work at weekends, or you work on fixed hours and are required to work more than 37 hours in a week.

a) When a public holiday occurs, refuse and cleansing employees are re-scheduled to operate a day or two late, including working on Saturdays. Hence, work on Saturdays will be required on those occasions*

b) You will be expected to take a relevant NVQ*
c) You will be required to attend 2-hour training sessions at least once every 3 months and 1-hour staff meetings at least twice per year*

*Overtime pay will be paid at time-and-a-half if these sessions cause your monthly normal working hours to be exceeded.

Training:
Training will be given as appropriate.

Uniform:
Uniform and personal protective equipment will be provided.
## 18. Person Specification

<table>
<thead>
<tr>
<th><strong>Qualifications</strong></th>
<th>A Class C driving licence for a large goods vehicle.</th>
<th>Application form / document check.</th>
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</thead>
<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>Driving large goods vehicles in difficult access areas and narrow roads. Knowledge of refuse vehicle operation is highly desirable, but training will be given.</td>
<td>Application form / interview</td>
</tr>
<tr>
<td><strong>Skills and abilities</strong></td>
<td>Skill in driving a large vehicle, involving a great deal of use on narrow roads and difficult access areas. Problem solving skills. Communication skills. Team leadership skills. Good customer relations skills.</td>
<td>Application form / interview</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Knowledge of refuse vehicle operation is highly desirable but training will be given.</td>
<td>Application form / interview</td>
</tr>
<tr>
<td><strong>Aptitude</strong></td>
<td>Physical fitness and ability to move bins and lift boxes as required. Available for occasional weekend work, following bank holidays.</td>
<td>Application form / interview</td>
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</tbody>
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