

# Job description

<b>Department:</b> Greater Cambridge Waste Service	<b>Location:</b> Waterbeach Depot
<b>Job title:</b> LGV Driver	<b>Post number:</b> Various
<b>Grade:</b> Grade 3	<b>SCP range:</b> 15 – 20
<b>Responsible to:</b> Team manager	<b>Responsible for:</b> Day-to-day management of refuse crew
<b>Health Considerations/Risk/Surveillance Required</b> Manual handling, up to date injections	

## Description of duties and responsibilities

Responsible for the refuse collection crew and vehicle ensuring the safe collection (and delivery to the designated disposal site) of waste material, within a pre-determined round (as allocated on a daily basis), ensuring compliance, at all times, with health & safety and any other legislation/guidance as is relevant to the provision of the Waste Collection and Street Cleansing Service for the Single Shared Waste Service being provided by South Cambridgeshire District Council for the administrative districts of both Cambridge City and South Cambridgeshire councils

## Key result areas / overview

1. To drive a Large Goods Vehicle (LGV) competently and in accordance with management instructions, acting as crew leader when collecting refuse.

2. To ensure work is completed safely, efficiently and in accordance with the relevant guidelines to achieve customer satisfaction and the safety of the crew, the public, customers and any other person(s) who may be affected by the waste collections.
3. Ensuring that the vehicle is safe to take onto the highway, undertaking daily and weekly routine servicing of the vehicle as specified in the Driver's Defects Reporting Book. 4. Assembling of the allocated crew, ensuring that all safety equipment is available, is being worn as required and is serviceable, ensuring that all operatives are and remain fit for duties

## Key contacts / communication links

### Internal

Workforce Team Managers

### External

Members of the public/residents Disposal site contractors

## Key responsibilities / specific duties

1. To drive, and operate machinery and bin lifts for the Service. Responsible for using the most efficient, safe and effective route and collection locations for loaders to collect refuse or road sweeping to take place. To be responsible as a crew leader to ensure that safe working practices are followed at all times. Ensure that all collection and road sweeping rounds are completed within specified timescales (with no unscheduled missed bins/locations) and to a high service standard. This will involve weekend catch up days to cover bank holidays. Staff may also voluntarily perform weekend work on a rota basis paid at the prevailing rate.

2. To be responsible for the day to day checking and reporting of maintenance issues and cleanliness of the vehicle, ensuring that it is treated with care by the team according to management instructions. Complete the legal daily vehicle check and report any defects to the Fleet and Service Asset Manager via the defect reporting system.
3. To ensure that communication(s), work and training is conducted in a calm, positive and constructive way, being both courteous and helpful to the benefit of the public, residents and staff. Ensure that Health and Safety compliant PPE is used in accordance with Risk Assessments and a presentable appearance is maintained at all times.
4. To follow instructions as laid down in Council and departmental policies and procedures, which are relevant to this job. These include for example: Risk Assessments / method statements, Driver's Handbook, Code of Conduct, and Accident/Near Miss/Hazard reporting. It is likely the procedures/instructions will be amended to from time to time.
5. Unloading the vehicle at the designated disposal point, retaining weighbridge tickets and providing them to office-based staff at the Depot.
6. Driving in safe and courteous manner, ensuring that the loaders are carried safely within the cab, obeying traffic regulations and speed restrictions, not overloading the vehicle and ensuring that the vehicle is left in a clean state at the end of the working day with all refuse off loaded unless permission has been granted.
7. To assist and cover, when necessary, other collections and rounds being undertaken as part of single shared waste service collection service, as are reasonably requested by the management team. "Reasonably" means within your abilities and which would not put you or the public at risk.
8. Carry out any other duties as required by your line manager from time to time in accordance with the grading of the post, including (but not limited to) loading, driving and or operating any other LGV(s) (for example road sweepers) and street cleansing machinery for which suitable training has been provided.

## General to all job descriptions



To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: