**BCP COUNCIL**

**JOB DESCRIPTION**

**SERVICE UNIT:** **Environment**

**JOB TITLE: LGV Driver**

**REF No: EE2482**

**GRADE: Grade F**

**JE REF No: EEOGF**

**RESPONSIBLE TO:** **Site Supervisor(s)**

**MAIN PURPOSE**

* To take daily responsibility for allocated vehicles and staff to ensure the efficient operational delivery of waste disposal services, commercial waste collections and associated services
* To work as part of a team of flexible multi skilled drivers to ensure the daily workload is completed
* To contribute to maintaining the infrastructure that enables BCP Council residents and businesses to manage their waste safely and sustainably

**MAIN RESPONSIBILITIES**

1. Drive, operate and be responsible for any vehicle in the Councils LGV and non LGV fleet to ensure the delivery of the Council’s waste disposal, commercial waste and associated collection services in Bournemouth, Christchurch and Poole.
2. To ensure these services are operated efficiently and legally will require participation in a flexible working week of 37 hours, which will include some weekend and bank holiday work, including occasional overtime / TOIL to meet the needs of the service.
3. Plan and manage daily workload, liaising with the Commercial Team concerning the daily rounds / tasks to ensure that the work is successfully completed. Provide feedback during and at the end of each working day regarding any concerns and issues that may have been encountered.
4. Accurately complete appropriate paper and IT based records and conform with all reporting systems / procedures in place (e.g. daily work allocation, timesheets and tacograph).
5. Ensure all waste is collected, transported and deposited, both safely and legally.
6. Contribute to a flexible, multi-skilled workforce by leading, supervising and motivating allocated crew, supporting and mentoring team members as required and delivering on the job training and vehicle familiarisation to new drivers.
7. Participate in training that will enable and enhance your own knowledge and skills required to meet service delivery requirements.
8. Conduct daily pre and post vehicle inspections, liaising with Fleet Workshop as necessary. Ensure your allocated vehicle is clean and presentable so that vehicles are maintained to the highest standards.
9. Take a helpful, courteous approach to all customers, understanding their needs and suggesting solutions to problems where required and marketing waste services where appropriate.
10. Identify and report issues that would assist in the successful delivery of waste services and help to protect the local environment (e.g. reporting contaminated bins, flytipped waste, littering).
11. Due to the nature of the work, you will be required to wear safety PPE at all times during the working day. You are required to take responsibility for the storage and maintenance of your own PPE, ensuring it remains in a clean and useable standard.
12. Comply with the Council’s Health and Safety Policy; in particular, the aspects of the policy relating to working with machinery and working on the highway, including accident and incident report forms, to ensure a safe working environment and members of the public are protected.
13. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, Data Protection Act and Health and Safety at Work Act, observing the Council’s code of Safe Working Practise as defined in the Health and Safety policy.
14. To undertake such other duties as may be required from time to time commensurate with the level of the post.

**ADDITIONAL INFORMATION**

**Physical Effort**

Operation of the waste collection and disposal services functions may require physical effort which could include repeated lifting, carrying and walking for periods on a daily basis.

**Working Environment**

When not driving the post holder will be expected to work outdoors in all weather conditions (e.g. emptying bins, netting skips, delivering bins). The post holder will be exposed to some unpleasant odours / substances for short periods on a daily basis.

Prepared by Laura Neil Updated: April 2024

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL / DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Proven LGV driving experience * Supervising and motivating others * Dealing directly with members of the public * Working outdoors in all weathers * Waste collection / cleansing services | Essential  Desirable  Desirable  Desirable  Desirable | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   * Full driving licence – LGV Category C * NVQ 3 or 4 / HND, diploma or similar qualification or equivalent practical experience * Basic English and Maths skills * Hold or willing to attain driver Certificate of Professional Competence (CPC) * SAFED (Safe and Fuel Efficient Driving) trained | Essential  Essential  Essential  Essential  Desirable | Application form  Driving licence  Interview  References  Certificates |
| **APTITUDES /ABILITIES**   * Uses own initiative * Able to carry out instructions efficiently and give clear instructions to crew members * Works effectively with others, encourages team working and supports others * Determines the needs of customers and takes action to meet these * Is open to new ideas and takes on board change * Consistently achieves results that meet individual, team and organisational objectives * Ability to communicate with others in a manner that is understood * Is open and honest and takes responsibility | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application form  Interview  References |
| **KNOWLEDGE**   1. Health & Safety in the workplace 2. Compliance to IOSH, issued risk assessments / safe working practices 3. Understanding of role and how it contributes to frontline service quality 4. LGV knowledge including basic maintenance 5. Knowledgeable about and compliant with safe working and manual handling practices | Essential  Essential  Essential  Essential  Essential | Application form  Interview  On the job  Training participation |
| **ATTITUDE / MOTIVATION**   * Punctual & reliable * Takes pride in the job and is committed to maintaining high standards * Interest in serving the public * Willing to undertake further training as required  1. Positive attitude to the Council’s purpose and values and the way it operates 2. Committed to seeking out new ways of working to improve service delivery 3. Celebrates team success and generates a team spirit | Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application form  Interview  References  On the job |
| **OTHER FACTORS**   1. Must be physically fit to be able to undertake the full range of duties - Full medical health assessment 2. Flexible approach to working hours and available to work evenings and weekends when required 3. Ability to travel around the local area in an agreed timely manner | Essential  Essential  Essential | Satisfactory medical assessment  Application Form  Interview |