Coventry City Council

Job Description and Person Specification

HGV (Class 2) Driver

Job Details	
Grade	GRD5
Service	Environmental Services
Location	Whitley Depot
Job Evaluation Code	A5801

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Collaborate with supervisors to provide safe, high-quality, customer-centred services within a specific driving-related area.
Operate authorised vehicles, post-training, across Coventry and nearby regions.
Oversee team activities, ensuring tasks are performed safely and responsibly, adhering to laws and council policies.
Undertake duties like waste collection, recycling, highway sweeping, drainage, and maintaining health and safety standards.
Handle assigned vehicles, holding a valid licence and CPC for the designated category.
Remain updated on driving regulations to maintain continuous legal compliance.

Main Duties & Key Accountabilities
Conducting vehicle inspections and routine upkeep, including cleaning assigned vehicles and reporting defects to Fleet, while completing required documentation digitally or on paper.
Maintaining and fostering productive relationships with the public, customers, and external organisations, addressing inquiries from residents politely and courteously at all times.
Integrating into the induction programme by guiding, mentoring, and evaluating all aspects of new drivers' ability to perform their responsibilities effectively.
Ensuring the safe handling, storage, and return of all keys and fobs required for completing assigned responsibilities.
Ensuring correct use of reversing assistants/aides where applicable.
Liaising with the supervisor ensures reporting of all non-compliance issues effectively and promptly for appropriate resolution and follow-up actions.
Ensuring the maximum vehicle weights are not exceeded.
Reporting accidents and near misses in alignment with City Council procedures ensures compliance with established safety protocols and organisational guidelines.
Monitoring drivers' working hours using either domestic driving regulations or an onboard tachograph system ensures compliance and operational efficiency.
Checking that all work allocated to the round is completed.
Understanding and knowledge of disposal sites, complying with all site rules
Undergoing necessary training ensures all tasks are completed in compliance with established Safe Systems of Work protocols.
Performing additional tasks and responsibilities that align with the scope of the assigned salary grade.

Key Relationships	
External:	DVSA Ministry of Transport Police
Internal:	Supervisors

	Supervising Team Leaders Technical Team Other drivers Crews Office staff

Standard Information
Post holders will be accountable for ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role. ● any other duties and responsibilities within the range of the salary grade.

Responsible for
Crew while on route carrying out their daily duties

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge				Extensive knowledge, understanding and principles of relevant road transport legislation
Knowledge				Comprehensive understanding of the principles of customer care and client focused service delivery
Knowledge				Knowledge and understanding of operational Health and Safety and the reason for its implementation
Knowledge				Understanding of site rules, delivery and pick-up sites
Knowledge				A good level of ICT knowledge and appropriate technical information appropriate to the job
Skills And Ability				Able to drive HGV (Class 2) vehicles with the ability

				to manoeuvre in confined spaces with precision
Skills And Ability				Able to follow verbal and written instructions
Skills And Ability				Ability to meet daily targets within set timescales
Skills And Ability				Ability to work under high pressure with the ability to respond positively in a difficult or urgent situation on the public highway
Skills And Ability				Ability to remain calm in situations and act appropriately to avoid conflict and work to a resolution
Experience				Able to demonstrate a good track record of professional driving
Qualification				ICT knowledge and Technical information literate
Special Requirements				Hold a valid Class 2 (Category C) HGV driving licence with no more than six penalty points.
Special Requirements				Maintain Driver Certificate of Professional Competence (CPC)
Special Requirements				Pass an Occupational Health driving medical assessment