

Job Description and Person Specification

Role: Skilled Driver



Job Description

Job Title	Skilled Driver
Grade	4
Service	Street Services
Reports to	
Location	Area Based Team
Job Evaluation Code	C6710D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role

To support the maintenance and improvement of streets, neighbourhoods, parks and open spaces by driving street cleansing vehicles, operating plant, and assisting with street cleansing and grounds maintenance duties.

Main Duties & Key Accountabilities

Core Knowledge

1. In accordance with relevant licences and specific training requirements operate one or more items of heavy plant, or vehicles and mechanical handling equipment, which may include JCB, LGV mechanical sweeper and tractor with front and rear attachments.
2. Drive and operate any other allocated vehicles including ride on equipment.
3. Comply with the Council's driving policy and all necessary road traffic legislation i.e. ensure appropriate signing and coning on the highway as required by the Safety at Street Works and Road Works Code of Practice, and Chapter 8 of the Traffic Signs Manual.
4. Assist with grounds maintenance activities as required:
 - Planting and maintenance
 - Hedge cutting (manual) and selective pruning of shrubs and hedges
 - Setting out and marking of pitches interpreting plans and drawings
 - Erection and dismantling of sports equipment
 - Chemical control applying weedkillers and other chemicals using different types of applicators in accordance with approved procedures and Health and Safety guidelines
 - Ground level tree works using hand and power tools
 - Pond maintenance
 - Grass cutting, strimming, edging
5. Assist with street cleansing activities as required. Activities include sweeping and removal of litter, debris, dirt, leaves, weeds, etc. from public spaces such as roads, pavements, grassed areas, shopping precincts, subways, steps, litter bins; and the removal of graffiti from street furniture.
6. Distribute and direct the work of crew members (semi skilled operatives) as and when required, resolving any minor on site problems.

7. Provide on the job training and guidance to lower graded operatives as appropriate
8. Liaise with customers to ensure that work is carried out as required and to resolve any problems and answer queries that may arise
9. Bring to the attention of the area supervisor any issues that need to be addressed by the cleansing and grounds service.
10. Undertake snow clearing and gritting of pedestrian areas as necessary.
11. Ensure that safe working methods are being adhered to.
12. Complete any relevant records, using handheld data devices and information technology systems as necessary.
13. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Public	Internal City Services Team
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> • Knowledge of horticulture • Knowledge of mechanical vehicle operation using various implements • Basic environmental understanding and appreciation • Knowledge of Health and safety requirements • Knowledge of COSHH • Knowledge of Road Safety Act 	
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to operate a range of machinery • Ability to follow verbal and written instructions • Numeracy and Literacy skills to complete reports, undertake risk assessments • Customer care skills to liaise with the public • Ability to work as part of a team and to direct and lead a team • Able to transfer skills to other operatives through informal training • Ability to work with minimum supervision • Ability to prioritise workload • Flexibility to adapt to changing priorities • Basic ICT skills required for handheld technologies • Able to undertake routine maintenance of garden equipment 	
Experience	
<ul style="list-style-type: none"> • Significant experience of operation of plant and equipment • Experience of planting, pruning and grass cutting operations • Practical experience of gardening maintenance 	
Qualifications	
<ul style="list-style-type: none"> • Full Construction Plant Scheme Licence • LGV Licence • Relevant driving licence • PA1 and PA6 trained 	

- Hold a CPC

Special Requirements

- Able to work outdoors in most weathers
- Willingness to undertake appropriate training and develop skills and knowledge.
- Able to work flexibly across any shift if necessary

Date Created**Date Reviewed**

August 2024