



Coventry City Council

## Job Description

<b>Job Title:</b>	Professional HGV (Class 2) Driver	<b>Job Number:</b>	C6634D
<b>Directorate:</b>	Place	<b>Post Number:</b>	
<b>Services:</b>	Waste Services	<b>Grade:</b>	5
<b>Location:</b>	Whitley Depot		

### Job Purpose:

Under the general direction of the Supervisory Team, to deliver a high quality, safe and responsive, customer focused waste service.

To undertake either alone or as part of a team, duties connected with the collection and disposal of both household and commercial refuse and recycling from a variety of locations utilising a full range of refuse containers.

To drive and be responsible for any allocated vehicle and be the holder of a valid and current licence and CPC for the class of vehicle specified.

### Main Duties and Responsibilities:

1. Undertake vehicle checks, routine maintenance and cleaning of allocated vehicles and to report any defects identified using appropriate systems.
2. Completion of all relevant documentation as may be required or as requested.
3. Drive any allocated vehicle safely and in accordance with relevant legislation, training and instructions given at all times.
4. Undertake training as required and ensure that all work is carried out in accordance with Safe Systems of Work.
5. In the absence of a Senior Crew Member to be responsible for supervising crew activities, ensuring that duties are carried out in a safe, responsible and customer focused manner. Duties to include:-
  - Accurately recording and reporting all round information
  - Ensuring all waste and recycling containers/sacks are returned to the collection/storage point



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and that any spillage of waste caused during collections is cleared

- Ensuring that all crew members work in accordance with the Safe Systems of Work and that vehicle mechanisms and other equipment are utilised in a safe way at all times
  - Ensuring that the vehicle has an adequate supply of hygiene equipment and that the appropriate Personal Protective Equipment is available and used correctly at all times
  - Ensuring that all assisted collections are made and containers returned to the place of collection
  - Ensuring that information is relayed to residents where necessary regarding contamination, overweight bins etc. in the most appropriate manner
  - Ensuring that all work allocated to the round is completed, reporting any issues that cannot be adequately dealt with to a Supervising Team Leader
6. Contribute to the routing of the vehicle to achieve optimum efficiency, safe working practice and consistency of collections.
7. Assist the general public and customers by responding to minor queries and complaints in a polite and courteous manner and by taking appropriate action to avoid formal complaints.
8. Assist with the induction and training of new employees.
9. Collecting cash and / or cheques where appropriate, issuing receipts and ensuring monies are handled in accordance with Council procedure.
10. To be responsible for the safe usage, storage and return of all keys and fobs utilised in the provision of duties.
11. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>		<b>Responsible to:</b>	Supervising Team Leaders
<b>Date Reviewed:</b>	March 2020	<b>Updated:</b>	



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	HGV Vehicles including operation, maintenance, servicing and cleaning.
	Relevant road transport legislation.
	Understanding of the relevant service delivery activities.
	Understanding of the principles of customer care and client focussed service delivery.
	Knowledge and understanding of operational Health and Safety and the reason for its implementation.

<b>Skills and Abilities:</b>	Able to drive HGV (Class 2) vehicles.
	Able to follow verbal and written instructions.
	Ability to work alone and as part of a team.
	Able to deal with the general public and customers in a polite and courteous manner.
	Physically fit and able to access large vehicles, walk long distances intermittently, and manoeuvre a full range of refuse containers in all weather conditions.
	Ability to meet daily targets within set timescales.

<b>Experience:</b>	Driving HGV (Class 2) Vehicles
	Dealing with the general public
	Working in a customer care environment

<b>Educational:</b>	Basic numeracy and literacy
	ICT knowledge and Technical information

<b>Special Requirements:</b>	Full clean driving licence
	HGV (Class 2) licence
	Driver Certificate of Professional Competence (CPC)



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