

Job Description



| | |
|---|--------------------------------------|
| Job Title: Driver Level1/Level 2/Level 3 | Service Area: Public Realm |
| Division/Section: Area Based Services | Job Number: |
| Grade: 4 / 5 / 6 | |

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To drive vehicles required to deliver materials or collect and remove waste or other materials to achieve and maintain a clean, safe and secure Public Realm.

Job Context

1. The postholder reports to a Supervisor, Manager or Refuse Supervisor.
2. The postholder has no line management
3. The post holder has no budget responsibility but is responsible for the safe operation and appropriate daily checks of a vehicle.
4. The post holder will be required to work evenings, weekends and public holidays on a rota basis or as and when required basis, in order to meet service requirements.

5. The post holder has specific Health and Safety responsibilities in respect of their own working methods, and the vehicle they are driving.
6. The postholder will be able to undertake one of the following roles Mechanical; Broom Sweepers; Cleansing; Bulk Refuse; Skips; Clinical Waste; Special Collections; Refuse;

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out the duties set out as appropriate to their grade in the relevant handbook and any such other reasonable duties which may be required from time to time.

ENTRY LEVEL

1. To safely drive a vehicle up to and including 3.5 tonnes; being aware of and observing relevant laws and codes of practice relating to road traffic; highways and pedestrians.
2. To deliver materials or equipment to any site/location as required.
3. To keep highways and external areas litter and detritus free, including grassed areas, shrubs, play areas, footpaths, accessible private forecourts and garage areas; including weed removal by the use of an Applied Sweeper.
4. To collect and remove flytipped material, including those items which may be bulky items that are heavy and awkward to lift.
5. To ensure safe containment and delivery of waste or recycled materials collected to the designated disposal point, being aware of and observing appropriate rules in operation at disposal points and liaising with staff at those locations as necessary.
6. The post holder will be expected to achieve high standards of customer care at all times, responding positively to queries from the public whilst remaining courteous and diplomatic in difficult situations.
7. To work as and where directed to achieve a clean, safe and secure environment across the borough. This may include working with colleagues from other departments/organisations to ensure a seamless service is provided for Newham's residents.
8. To ensure work is undertaken according to a set schedule and completed in a timely manner
9. To deal with issues when they arise either by noting and reporting them to line management or appropriate service or where possible acting upon them to make the environment safe and clean.

10. To ensure and be responsible for the safe keeping, correct use and basic maintenance of all materials, machinery and equipment provided.
11. To be responsible for the minor maintenance of allocated vehicle including oil checks; topping up water and screen wash, etc. Cleaning and fuelling allocated vehicle at the end of each shift and for undertaking required checks at the start of each shift.
12. When safe to do so or stationary to use and be available for contact through phone, radio or other equipment supplied.
13. To maintain written log or other records that are in place or requested, including hours of duty worked etc, as required.
15. To undertake training as necessary.
16. To ensure that personal protective equipment (PPE) wear and/or uniform provided is worn and maintained at all times.
17. The nature of this service is such that employees may be required to respond to many different situations, you must be prepared to work in a totally flexible manner. From time to time you will therefore be required to undertake other such duties within your competence
18. To clear any spillage arising from waste or recyclates presented for collection.

Level 2 – Scale 5

In addition to be able to undertake the above duties, the post holder will also at this level be able to undertake the following duties:

1. To drive a vehicle up to and including 7.5 tonne vehicle and have some staff supervision.
2. To be required to undertake first stage evidence gathering in relation to environmental crime and anti-social behaviour.
3. To assist other staff to undertake work requirements by the provision of training or guidance.
4. To schedule or prioritise work independently for a small group of staff.
5. To be responsible for recording and reporting staff attendance in a defined area.
6. To check and complete basic health & safety checks and complete associated records.

7. To be trained and able to perform the duties of (Supervisor) depending on service needs.
8. To manage stores and distribute materials and equipment to staff when required.
9. Arrange cover for holidays / sickness if necessary.
10. To undertake work, requiring achievement to a high set standard within a strict time target.
11. To work on own initiative; responding to issues as they arise, choosing appropriate method of response.
12. To be aware of issues that constitute a defect or hazard to the public and report using a GPS system.
13. To pro-actively advise residents on appropriate methods for the disposal of waste and where appropriate initiate the service needed.
14. To be responsible for checking the condition of containers for waste storage and ensuring delivery of sacks and appropriate literature.
15. To review and record participation/ presentation standards of waste or recyclates.
16. To be responsible for, and organise staff to deliver agreed outcomes from partnership working to ensure a cleaner, greener, safer environment.

Level 3 – Scale 6

In addition to be able to undertake the above duties, the postholder will also at this level be able to undertake the following duties:

1. To drive the full range of Council vehicles including HGVs and to have staff supervision responsibilities
2. To supervise and oversee the work of a small group of staff assigned to allocated vehicle; scheduling and prioritising work as appropriate.
3. To be able to use associated machinery on specialist vehicles.
4. To undertake first stage evidence gathering in relation to environmental crime and anti-social behaviour, liaising with line management and other services as necessary.

5. To assist other staff to undertake work requirements by the provision of training or guidance.
6. To be responsible for recording and reporting staff attendance in a defined area.
7. To be responsible for revising and introducing working practices in partnership with colleagues to deliver a cleaner, greener, safer environment and communicating the agreed outcome to staff.
8. To take a proactive approach to street cleansing and refuse collection which includes making a judgement about priorities and using initiative to ensure cleansing standards and refuse collection reach a high standard within the borough.

Person Specification



| | |
|--|---|
| Job Title: Driver Level1/Level 2/Level 3 | Service Area: Public Realm |
| Division/Section: Area Based Services | Job Number: Job Evaluation Number: |
| Grade: 4 / 5 / 6 | |

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA | METHOD OF ASSESSMENT |
|---|--|
| EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | |
| PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. | |
| KNOWLEDGE: To demonstrate an understanding of current Health and Safety Regulations and safe working practices. Knowledge of basic good practice in relation to customer care Knowledge of street cleansing and the different methods of working | Application Form Application Form/ Interview Application Form/Interview/Test |

| | |
|--|---|
| <p>QUALIFICATIONS:</p> <p>Full driving licence (Essential – Level 1) (C1 Licence Essential – Level 2) (HGV 2 – Level 3)</p> <p>To possess a full driving licence appropriate to the level required to operate up to 7.5 tonne caged vehicles. Skip or Clinical Waste Drivers will need an ADR Certificate</p> | <p>Application Form/License</p> <p>Application Form/License</p> |
| <p>CRB</p> | |
| <p>EXPERIENCE:</p> <p>Experience of working contact with the public</p> <p>Experience of street cleansing activities and understanding of what constitutes a quality job by delivering a high quality service.</p> <p>Experience of responding to road traffic accidents.</p> <p>Experience and knowledge of road traffic legislation and the highway code.</p> | <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> |
| <p>SKILLS AND ABILITIES:</p> <p>Ability to remain courteous and diplomatic in difficult situations.</p> <p>Ability to be reliable and to deal with emergencies.</p> <p>Ability to organise own workload, and work independently or with others as required</p> <p>Ability to use information technology or ability to be trained in such use.</p> <p>Must be physically able to carry out the duties as described, including moving large refuse containers and moving bulky items, and carry out work in areas not easily accessible.</p> <p>Ability to perform minor maintenance to the vehicle and equipment following training</p> <p>To liaise with the transport section in respect</p> | <p>Interview/ References</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Interview/Test</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> |

| | |
|--|------------------------------------|
| <p>of defecting any vehicle, and ensure the proper and correct use of tachographs in vehicles where appropriate.</p> <p>Ability to be flexible in responding to whatever situation demands and not be constrained by current custom.</p> | |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Commitment to undertaking whatever duties are necessary to ensure the successful operation of the Council as a whole</p> <p>Commitment to provide a better living environment for the residents of Newham</p> | <p>Interview</p> <p>Interview</p> |
| <p>OTHER SPECIAL REQUIREMENTS</p> <p>Awareness of the working conditions of this type of work, including working in inclement weather.</p> | <p>Application Form/ Interview</p> |