



South Kesteven Job Description

Job title:	Waste Collection LGV Driver/Operative		
Salary:	SK6 – currently £9.63 per hour (in addition you will receive £1.16 per hour holiday pay)	Contract:	Casual
Hours:	Working hours will be up to 42 per week for 5 out of 7 days including weekends. Bank holidays to be worked as and when required by management. Week by week arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement. Please note that as this is a casual contract on some weeks there will be no hours available		
Location:	Across the district	Political restriction:	This job is not politically restricted

1 Overall purpose

PLEASE BE ADVISED THAT YOU MUST HOLD AN HGV CLASS 2 LICENCE AND HAVE A DRIVER'S CPC CARD (AND HAVE COMPLETED AT LEAST 28 HOURS PERIODIC TRAINING IF YOUR CURRENT CARD EXPIRES IN THE NEXT 12 MONTHS) TO APPLY FOR THIS JOB AS IT ENTAILS DRIVING VEHICLES WEIGHING UP TO 32 TONNES

Working as part of a team of staff delivering a wide range of waste collection and recycling initiatives across the district. To be responsible for the safe driving and operation of refuse freighters and the supervision of the loaders working with the post holder. This role may also require the post holder to work in a street cleansing environment and is therefore required to carry out any duties which are assigned.

To undertake duties in accordance with relevant health and safety procedures and in accordance with established service specifications and locally agreed procedures.

2 Responsibilities and outcomes

- To drive/operate vehicles and equipment as required by the authority in accordance with the valid licence, experience and training for that vehicle/equipment
- To drive/operate vehicles and equipment in accordance with agreed authority safety/procedures and legal requirements
- Give instructions to the loaders and check their work
- To complete, check and return all paperwork as required
- To supervise the loaders working with you ensuring that they are following all health and safety rules, SKDC procedures, Risk Assessments and Safe Systems of Work and to report any breaches, issues or concerns to a supervisor immediately
- To maintain the cleanliness and appearance of vehicles and equipment to a high standard, including daily vehicle checks
- To collect waste from properties and load onto vehicles
- To collect any loose waste from properties and load onto vehicles
- To unload waste from vehicles

- To assist with the collection of bulk items
- To deal with customers in a responsible and professional manner
- To undertake any other relevant duties
- To adhere to health and safety legislation including rules, SKDC procedures, Risk Assessments and Safe Systems of Work and locally agreed procedures
- To wear personal protective equipment as required
- To undertake and attend any training/instruction to carry out the above duties

3 Values and Behaviours

Accountability – In order to succeed we will need a culture of accountability throughout SKDC. Everyone at every level will need to be responsible for what they do; willingly taking ownership for their actions and decisions and being a reliable, dependable member of the team, often going beyond the normal terms of employment. We cannot work flexibly without accountability.

Flexibility – We can't be set in our ways if we are going to succeed, so flexibility matters. It might be flexibility in terms of the hours you do, the way you work or where you work. We can't afford to do things the same way just because "that's the way it's always been done". Our performance will be measured in outcomes and those outcomes will contribute to achieving our strategy.

Agility – Related to flexibility is agility. SKDC's needs are going to change over time and we need people who can respond to those changes, who can move freely between teams and who want to stretch themselves by being trained to be better at more things.

Equity – Every member of the SKDC team matters, irrespective of their rank or position. This hasn't always been the case in the past, but it will be in the future. All of us should expect to be treated with respect and dignity and doors should be open. We will all be held to account for this.

Networking – We learn from each other and from external partners, so we need to be better at networking. Our networks hold the key to raising our profile, improving our performance, discovering better ideas and developing ourselves.

Learning – We are constantly learning from everything we do, regardless of success or failure. When we do something well, that knowledge can help us repeat and refine what we do in the future. We clearly won't seek failure, but neither will we be frightened of it. And if we fail, we will learn from it and not seek to just apportion blame (see 'accountability' above).

Talent – Having a diverse and talented team is fundamental to our success. However, a person's real talent isn't always obvious; sometimes it's overlooked, other times it may be hidden or ignored. Sometimes it's a talent the person didn't realise they had. Harnessing talent will be everyone's job, not just HR or senior managers.

4 Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

5 Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
Knowledge/ Skills	<ul style="list-style-type: none"> • Effective and safe driving skills • Physically fit and able to load/unload onto vehicles • Effective customer care skills • Effective supervisory skills 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Qualifications	<ul style="list-style-type: none"> • Full HGV/LGV 2 licence and Driver CPC (this post requires the driving of vehicles up to 32 tonnes) 	<p style="text-align: center;">E</p>
Experience	<ul style="list-style-type: none"> • Experience of manual work 	<p style="text-align: center;">D</p>
Aptitudes	<ul style="list-style-type: none"> • Willing to work outdoors in all weathers • Flexibility in terms of hours • Flexibility in terms of duties • Awareness of the health and safety requirements 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>