



## ADUR & WORTHING COUNCILS

### Job Description

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Environmental Services
<b>Section:</b>	Waste Management
<b>Post Title:</b>	LGV Kerbside Driver/Loader
<b>Post Number:</b>	9625
<b>Accountable to:</b>	Assistant Operations Manager
<b>Management responsibility for:</b>	When deputising, 2 or 3 team members
<b>Authority to liaise with:</b>	Members of the public
<b>Meetings attended on a regular basis:</b>	Team Briefs
<b>Work style</b>	Fixed

#### **Principal purpose of job (role summary)**

The post holder will be expected to drive all types of waste collection vehicles, whilst complying with all transport legislation (1948 Transport Act and all subsequent relevant Acts) including, the completion of required documentation. Working as part of a crew to remove waste from properties on a collection round allocated by the Council, ensuring safe working practices are complied with at all times.

#### **Main duties, tasks and responsibilities of post holder**

1. Ensuring that all household waste, green waste or recycling is removed from premises indicated on the daily work sheet without deviation from the prescribed daily route. Route changes only permitted with prior agreement of your Team Leader, or if deputising, the management.
2. In the absence of the Team Leader, assume responsibility and control of the vehicle and the crew.
3. Any known deviation from the terms and conditions of employment or other misconduct by any member of the crew, that is likely to place staff, the public or either Councils at risk shall be reported to the Line Manager as soon as it is reasonably possible.
4. Ensure that the daily vehicle maintenance/safety checks are carried out and the checklist is completed in accordance with 'Standing Orders for Council Drivers' and manufactures' recommendations.

5. To attend any staff briefings as necessary and cascade any relevant information to other team members.
6. Carry out duties and responsibilities in compliance with the attached operational procedures.
7. Report immediately to the Operations office, by means of a mobile phone or other in-cab communication device, any incidents or accidents that may result in a claim or complaint against either Council.
8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
9. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.