



ADUR & WORTHING  
COUNCILS

**JOB DESCRIPTION**

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| <b>AUTHORITY:</b>                            | ADC  |
| <b>DIRECTORATE/DIVISION:</b>                 | Environmental Services   |
| <b>SECTION:</b>                              | Waste Management   |
| <b>POST TITLE:</b>                           | Cleansing Driver/Operative   |
| <b>POST NUMBER:</b>                          |  |
| <b>ACCOUNTABLE TO:</b>                       | Assistant Operations Manager   |
| <b>MANAGEMENT RESPONSIBILITY FOR:</b>        |  |
| <b>AUTHORITY TO LIAISE WITH:</b>             | Other employees of the council, general public and other work colleagues |
| <b>MEETINGS ATTENDED ON A REGULAR BASIS:</b> | Monthly team briefing meetings   |

**PRINCIPLE PURPOSE OF JOB (role summary)**

This role plays a vital part in keeping our streets and other public spaces tidy.

The postholders main responsibilities will include litter picking, sweeping shop fronts, emptying litter bins, collection of bulky items from householders, collection of fly tippings, replacing, fixing and repairing litter bins and the delivery and collection of trade bins to customers as well as having the responsibility of looking after a council vehicle and making sure that it is roadworthy.

**MAIN RESPONSIBILITIES DUTIES, TASKS AND RESPONSIBILITIES OF POST HOLDER**

1. Drive and be responsible for a transit tipper, ensuring that the vehicle is checked each day in accordance with the Standing Instructions for Drivers of Council Vehicles.

2. Ensure that the correct paperwork is completed, including a vehicle tick sheet before the vehicle is taken onto the highway. Any faults must be reported to the office and workshops immediately.
3. Comply with the safe working practices laid down by the Council, and works within the written procedures issued to each employee on their first day.
4. Litter pick and empty bins in Adur Parks
5. From time to time, carry out other tasks, including sweeping shop fronts, emptying litter bins, collecting bulky items from households, collect fly tippings around the area, replace, fix and repair litter bins and deliver and collect trade bins to customers.
6. Responsible for reporting any involvement in accidents or incidents on the highways, filling out the relevant paperwork and reporting back to the office at the end of the day or sooner.
7. Ensure a high standard of customer care throughout the working day
8. Ensure that the correct paperwork is filled out each day appertaining to the post, and all relevant information completed and returned to the office.
9. Ensure that the council vehicle, particularly the back cargo area, is washed and disinfected on a daily or weekly basis depending on the waste collected and if found to be necessary.
10. Responsible for taking the vehicle to the designated disposal point, complying with the rules applicable for that site, weighing on and off on the weighbridge, ejecting the waste in the designated area and collecting the necessary paperwork.
11. Comply with rules and regulations on wearing PPE at all times, including during house clearances or special collections that can be hazardous, ensuring that the relevant safety equipment is used appropriate to the task.
12. Follow the correct procedures at the transfer station in Meadow Road and Commerce Way to comply with the Environment Agency site rules.
12. Ensure on a daily basis that the required equipment is in a serviceable condition and will not impede or hamper the efficiency of the task, and is left empty and in a 'ready to use' condition at the end of the working day.
13. Ensure that the vehicle is always parked in a safe place whilst working on the highway, complying with health and any relevant road traffic regulations. Special care must be taken whilst working in close proximity to the general public.
14. Ensure a high standard of customer care throughout the working day as dealing with the general public is a prime consideration when carrying out this task.
15. Undertake all duties in accordance with Council Policies, in particular those relating to Customer Care and Equal Opportunities.
16. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
17. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
18. Promote the service and Council positively at all times.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the post holder. 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.

**Job Description agreed by:**

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|--------------------------------------|--------------|
| <b>Post holder (Print name):</b>     |              |
| <b>Signature:</b>                    |              |
| <b>Date:</b>                         |              |
| <b>Line Manager (Print name):</b>    | Mark Quartly |
| <b>Signature:</b>                    |              |
| <b>Date:</b>                         |              |
| <b>Head of Services (Print name)</b> | Jan Jonker   |
| <b>Signature:</b>                    |              |
| <b>Date:</b>                         |              |

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|    | <b>Cleansing Driver/Operative)<br/>Operating Procedures</b>                               |
| 1. | You must wear all necessary safety and protective clothing provided during working hours. |

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| 2.  | No deviation from the prescribed daily schedule will be permitted without prior agreement from your Team Leader or Supervisor.   |
| 3.  | It shall be the duty of each operative to complete and certify as necessary, all relevant forms containing information as may be required by Management.   |
| 4.  | You must carry out such associated work, which may become necessary as circumstances dictate.  |
| 5.  | Keep a general 'housekeeping' watch on the district and report situations or issues that require attention.  |
| 6.  | It is forbidden to sort and take for personal gain any item found in the course of your duties. Such items must be handed to your Manager at the first opportunity. Contravention of this ruling will lead to disciplinary action being taken.   |
| 7.  | No cleansing staff shall solicit or demand any form of remuneration (whether in cash or kind) from any member of the public or business, for services rendered.  |
| 8.  | No cleansing staff shall accept payments which are payable to the Council in respect of bulky waste collections from domestic or trade premises. No collections of waste are to be made from any such premises unless previously authorised by the Council.<br>Note: If any member of staff is in doubt he/she should check with management before collection is made. The acceptance of payment for carrying out this service or the making of unauthorised commercial waste collections shall be considered as a serious misconduct. |
| 9.  | If instructed you must undertake to salt and sand footways etc. during winter emergencies.   |
| 10. | If instructed your must undertake other work with Adur & Worthing Council Services as directed from time to time (e.g. in emergencies), according to the needs of the service. This could include occasional overtime completing outstanding work, where a risk could be incurred if the task was left uncompleted.  |
| 11. | To undertake any duties regarding health, safety and welfare at work and emergency planning which may reasonably be allocated to postholder as a result of legislation, codes of practice or Council policies.   |
| 12. | Upon leaving the employ of Adur & Worthing Council Services you will return all equipment, PPE, access fobs and ID cards.  |