



ADUR & WORTHING
COUNCILS
JOB DESCRIPTION

AUTHORITY:	ADC/WBC
DIRECTORATE/DIVISION:	Environmental Services
SECTION:	Waste Management
POST TITLE:	Cleansing Driver Operative
POST NUMBER:	TBA
ACCOUNTABLE TO:	Assistant Operations Manager
MANAGEMENT RESPONSIBILITY FOR:	None
AUTHORITY TO LIAISE WITH:	Other employees of the council, general public
MEETINGS ATTENDED ON A REGULAR BASIS:	Team Briefings

PRINCIPLE PURPOSE OF JOB (role summary)

This postholder will work as a member of the street cleansing team, responsible for a range of functions including litter picking, sweeping public areas and pedestrian precincts, emptying litter bins, clearing fly-tipping, replacing and fixing litter bins.

They may also be required to work across the following parts of the street cleansing service:

- Bulky waste collection
- Clinical waste collection
- Graffiti cleansing
- Driving a street sweeping vehicle.

MAIN RESPONSIBILITIES DUTIES, TASKS AND RESPONSIBILITIES OF POST HOLDER

1. Responsible for a vehicle (3.5t - 7.5t) used within the cleansing service, the type of vehicle dependent on the allocated duty. It may include caged tipper vehicles, street sweeping vehicles, 3.5t & 7.5t Tail lifts or mini-RCVs.
2. Responsible for ensuring the vehicle is used in compliance with our policies and procedures relating to the safe use of vehicles, using required systems and completing necessary paperwork.
3. Taking the vehicle to the designated disposal point, complying with site requirements, weighing on and off and following all the relevant procedures.
4. Reporting any involvement in any accidents or incidents, filling out any relevant paperwork, and reporting to the office, and if appropriate emergency services.
5. Proactively work in accordance with all Health and Safety policies and guidelines, taking personal responsibility for own safety and that of colleagues.
6. Carry out duties and responsibilities in compliance with the attached operating procedures. Day to day duties include: litter picking, street sweeping, emptying litter bins, replacing and repairing litter bins, carrying out a range of other collections including, but not limited to bulky waste, flytipping, dog waste, clinical waste.
7. Work proactively being flexible and adaptable, using initiative to prioritise work depending on circumstances.
8. Work flexibly across the cleansing service, ready to be deployed to other parts of the service as required based on service demands and staffing levels.
9. Act as ambassadors for the councils adopting a professional approach at all times with members of the public and commercial customers
10. Where appropriate, advise members of the public about how they can reduce their waste, recycle more and what other services they can access, e.g. garden waste collections or assisted collections.
11. Constructively remind members of the public about policies, eg in relation to littering, and work to those policies where necessary.
12. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

13. 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.
14. 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.
15. 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 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.

	Cleansing Driver/Operative Operating Procedures
1.	You must wear all necessary safety and protective clothing provided during working hours.
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 <u>cash or kind</u>) from any member of the public or business, for <u>services rendered</u> . 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. 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.
8.	If instructed you must undertake to salt and sand footways etc. during winter emergencies.
9.	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.
10.	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.
11.	Upon leaving the employ of Adur & Worthing Council Services you will return all equipment, PPE, access fobs and ID cards.

Job Description agreed by:

Post holder: (<i>print name</i>)	
Signature:	
Date:	
Line Manager: (<i>print name</i>)	

Signature:	
Date:	
Executive Head of Service: (<i>print name</i>)	
Signature:	
Date:	