



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Environmental Services
<b>Post Title</b>	Cleansing Driver/Operative
<b>Post Number</b>	TBC
<b>Accountable to</b>	Assistant Operations Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Work style</b>	This role does not fall within the Blended Working Policy
<b>Last updated</b>	October 2023

## Job Description - Principal purpose of job (role summary)

This postholder will work as a member of the street cleansing team, responsible for a range of functions including domestic and commercial food waste collections, 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
- Graffiti cleansing
- Driving a street sweeping vehicle.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

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 and food waste collection vehicles.

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.

Taking the vehicle to the designated disposal point, complying with site requirements, weighing on and off and following all the relevant procedures.

Reporting any involvement in any accidents or incidents, filling out any relevant paperwork, and reporting to the office, and if appropriate emergency services.
Proactively work in accordance with all Health and Safety policies and guidelines, taking personal responsibility for own safety and that of colleagues.
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.
Work proactively being flexible and adaptable, using initiative to prioritise work depending on circumstances.
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.
Act as ambassadors for the councils adopting a professional approach at all times with members of the public and commercial customers
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.
Constructively remind members of the public about policies, eg in relation to littering, and work to those policies where necessary.
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.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
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

	<b>Cleansing Driver/Operative Operating Procedures</b>
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.	<p>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.</p> <p>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.</p>
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.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and 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.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and

abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

<p>The core skills and competencies below are taken from our organisational <a href="#">Skills and Competencies Framework v1.0</a> and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>License to drive vehicle up to 7.5t with current Certificate in Professional Competence (CPC)</p>	<p>Level – 2 NVQ in waste management</p> <p>ADR (covering classification, labeling and transportation of dangerous goods)</p>
<b>Knowledge</b>	<p>Fully conversant with all safe working practices</p>	

	including manual handling and lifting techniques	
<b>Experience</b>		Experience of working in waste management  Basic IT skills (use of mobile devices)
<b>Communication</b>	<p>Internal: Required to be an effective team player, working as part of a responsive wider team</p> <p>External: Need to maintain high standards of customer care and represent the Council</p> <p>Act as an ambassador for the council engaging with the public.</p> <p>Conversant in the English Language.</p>	
<b>Relationship Building</b>	<p>Required to be an effective team player, working as part of a responsive wider team</p> <p>Commitment to delivering a high quality service.</p> <p>Polite and calm manner with members of the public</p>	
<b>Analytical</b>	<p>Keep accurate electronic/written records as required.</p> <p>Able to follow clear instructions e.g. around waste management site rules/ use of equipment.</p>	
<b>Planning/ Organising</b>	<p>Able to prioritise work taking into account local circumstances (e.g. clearing up after events, being responsive to fly tipping and complaints)</p> <p>Able to work under pressure</p>	

<b>Other requirements</b>	<p>Needs to be physically fit to undertake the heavy manual operation and activities of the job.</p> <p>Requirement to work in all weathers and walk considerable distances.</p> <p>Under the Civil Contingencies Act 2004, could be called upon to attend a civil emergency outside of normal working hours.</p>	
---------------------------	---	--

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	