



Job Description and Employee Specification [Driver 2]

Enterprise & Communities

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Service:	Enterprise and Communities
Division:	Regulatory Services and Waste Solutions
Job Title:	Driver 2
Responsible to:	Area Supervisor
Grade:	NLC6
Conditions of Service:	SJC
Job Evaluation Reference:	E59
Date of last review:	

Job Outline

Responsible to the Supervisor (Waste Management) for the effective and efficient delivery of the Waste Management Service to ensure that high quality professional services are delivered that maximise resources available to meet the needs of the service and support the delivery of positive outcomes for customers and service users. You will drive and be responsible for allocated vehicles requiring specialist driving skills.

Whilst not driving, undertake ancillary duties as appropriate to the type of work undertaken by the teams being serviced (i.e. snow clearing, vehicle / site housekeeping and cleanliness).

Main Duties and Responsibilities

Generic Duties:

1. Assisting in the provision of an effective waste management service.
2. Playing an active part in the corporate approach to the overall running of Council services, ensuring, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
3. Liaising with members of the public, other services and external organisations as necessary to support the section.
4. Fostering a good working relationship with other service staff in the furtherance of the aims and objectives of the service.
5. Ensuring all duties and responsibilities for your operational functions are fulfilled in terms of the Health and Safety at Work Act including ensuring that adequate protective clothing is worn by all employees and that proper manual handling techniques are employed when moving heavy or bulky materials.
6. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Supervisor (Waste Management).

Specific Tasks:

1. Responsible for undertaking vehicle checks and ensuring that the vehicle and any ancillary equipment fitted (i.e. bin lifts, compaction equipment, etc.) are operated and maintained in accordance with the manufacturer's specifications and that any defects are reported in accordance with the agreed procedures.
2. Assisting in the supervision of staff including, the allocation of work and checking of results and taking corrective action where performance does not meet the expected outcome.
3. Implementing systems of internal control to ensure compliance with all procedures including the reporting of all accidents and dealing with complaints.
4. Assisting in the preparation of correspondence and documentation relating to the Waste Management Service.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> • Minimum Full Category C (LGV) Licence • Health and Safety Awareness • Driver Certificate of Competence • Manual handling training • Category D plus E Licence 	 X X X 	 X X	 Verification/Application Form/Interview
WORK EXPERIENCE <ul style="list-style-type: none"> • Experience of driving and manoeuvring large vehicles in difficult conditions and locations • Manual handling of heavier type material or labouring work • Team working experience • Previous supervisory experience • Previous experience of taking responsibility within a small team • Previous experience of operating tail hoist type vehicles 	 X X X 	 X X X	 Application Form/Interview

KNOWLEDGE/SKILL/ABILITY <ul style="list-style-type: none"> • Experience of dealing with complaints, customers and difficult situations • Problem solving and initiative • Capable of understanding verbal and written instructions and completion of work related paperwork • Understanding of service provision 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">Application Form/Interview</p>
PERSONAL QUALITIES/ATTRIBUTES <ul style="list-style-type: none"> • Approachable • Professional manner • Polite • Capable of undertaking the physical requirements of the role 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>		<p style="text-align: center;">Application Form/Interview</p>
OTHER <ul style="list-style-type: none"> • 			<p style="text-align: center;">Application Form/Interview</p>

