

Job description

Driver

**Band 4 £32,967 - £34,117
(£17.09 to £17.68 hourly)**

Hours of work

All posts are based on a 37-hour working week and will be aligned individually to meet operational needs from Monday to Saturday. The post holder will work 37 hours within this period; predominantly Monday to Friday but not exclusively.

The current practice is to work an aggregated 74-hour fortnight before additional hours become payable.

Opportunities for overtime are also available within the 48-hour working time directive and/or drivers' hours regulations.

Key responsibilities and activities

- To be part of the operational team providing waste collection and street cleansing services across the West Suffolk Council area. To be respectful and supportive of colleagues and maintain positive working relationships, promoting and influencing diversity and inclusivity in our workforce, to create an environment where everyone is treated with respect and valued.
- To help maintain and improve a clean environment for residents of West Suffolk.
- To complete all work to the standard and the quality specified in our waste contracts and within statutory standards, including recycling bin quality, vehicle inspections and defect reporting.
- Seek to contribute positively to the continuous improvement of the service, including the adoption, use and refinement of appropriate technology.
- To represent the council in a professional and presentable manner. Provide a helpful, friendly service to our customers including taking responsibility for and helping to resolve their issues. Maintain and enhance the reputation of the council.
- To ensure that all aspects of the work are carried out in a safe manner and in accordance with legislation and the council's health and safety policy including wearing, maintaining and laundering personal protective equipment (PPE) and uniform as issued.

Daily tasks

LGV (Large Goods Vehicle) driving

- To drive vehicles efficiently and as appropriate, to be responsible for and carry out vehicle checks as stipulated by current legislation, maintaining cleanliness of vehicle as appropriate.
- To be able to load vehicles in line with team requirements.

- To operate any power mechanism, such as bin lifts, skip and hook lifting equipment which may be fitted to the vehicle.
- To collect wheeled refuse containers, sacks, skips and containers from various locations, both commercial and domestic premises in line with council service standards.
- To be responsible for waste disposal at the approved waste site and comply with the site rules. Supervise and be responsible for other crew members as necessary.

Skip driving

- To drive, be responsible for and carry out vehicle checks as stipulated by current legislation, routine maintenance (including cleaning) of skip vehicle, net or sheet the skip when required.
- To operate any power mechanism, such as skip lift which is fitted to the vehicle.
- To collect and deliver skips to and from various locations, place them on the skip vehicle's lift, activate the lift mechanism, when delivering a skip at the property or collection point (making sure the skip does not obstruct footpaths or entrances). To be responsible for waste disposal at the approved waste site and comply with the site rules.

Sweeper driving

- To drive, be responsible for and carry out vehicle checks as stipulated by current legislation, routine maintenance (including cleaning) of sweeper.
- Perform routes as scheduled and to specification in conjunction with cleansing team members.

Other

- This role may be required to work at the council's depots in Bury St Edmunds, Haverhill and Mildenhall. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service.
- Maintain your own vocational licence, undertaking relevant training as appropriate. DCPC (Driver Certificate of Professional Competence) courses as specified by West Suffolk Council, medicals, eye test as required)
- You shall be required to use in-cab or handheld technology – Personal Digital Assistant (PDAs) as required, including updating the Bartec system for example job status, weighbridge ticket data.
- To prepare and submit timesheets, defect reports, incident reports and other forms in a clear, legible and accurate manner, and to ensure the accurate and timely completion of round information on Bartec.
- To carry out any other reasonable tasks commensurate to the pay band.

Chargehand

This role includes an uplift to Band 5 (SCP 27) for 10 hours per week to reflect the enhanced responsibility for:

- health and safety compliance, including ensuring other crew members are following the agreed policies and procedures and using correct PPE at all times
- vehicle defect monitoring and reporting
- near miss reporting
- vehicle and crew appearance
- attention to colleague welfare

- compliance to zonal task and finish
- supporting senior management by taking the lead in these duties and by acting as role models to others by displaying the right attitude and behaviours.