



Job Description

Job Title:	Mechanical Sweeper Driver
Post No:	
Grade:	D (7.5t) E (LGV)
Group:	Operations
Division:	Waste and Recycling
Location:	Depot
Responsible to:	Waste and Recycling Supervisor
Responsible for:	No direct reports

Part A: Job purpose

The post holder will support the company's waste collection teams in terms of the areas of activity listed within Part C.

This job description operates in conjunction with the company constitution including the scheme of delegations.

Part B: Key result areas

1. Own personal management and development

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy;
- b) to ensure that the company's equal opportunities policies are followed and actively practice social inclusion within own area of service;
- c) to read and respond to corporate communications and information which is disseminated;
- d) to participate in the company's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.

- a) no budget responsibility;
- b) ensure all resources (including mechanical sweeper vehicles and associated equipment) are used safely, legally and efficiently;

- c) to comply with standing orders, financial regulations and all other company policies and systems for ensuring financial probity.

3. Professional / technical

- a) maintain personal professional/technical competence within the service area in part C;
- b) to hold a Large Goods Vehicle Licence up to at least class 2 or a 7.5t vocational licence, and to be able to drive a range of vehicles.
- c) To hold a valid Driver CPC card

4. Other responsibilities

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery;
- b) to comply with all aspects of the corporate health, safety and welfare policy;
- c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C - Specific Service Areas

LGV Driver Roles and Responsibilities

1. to undertake visual daily checks of the vehicle before it is used to ensure that the vehicle is in good working order, including checking oil, water, tyres, Sweeping equipment (including all switches), alarms, beacons, lights and reversing beacons;
2. to report any problems with the vehicle on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;
3. to undertake any required paperwork to ensure compliance with all relevant transport legislation;
4. to ensure compliance with all transport legislation regarding hours worked, breaks taken, weight, and height restrictions;
5. to be responsible for driving Ubico Ltd vehicles safely around the surrounding area, showing due regard for other road users and local residents;
6. to be responsible for requesting / utilising other crew members as reversing assistants to assist in any difficult vehicle manoeuvres when possible

7. to tip the vehicle at the appropriate waste acceptance site as directed by the Line Manager, ensuring compliance with safety and transport legislation;
8. to ensure the vehicle is left clean and empty at the end of each working day.

General Roles and Responsibilities

1. to assist the Waste and Recycling management team and administrative staff in communicating information to ensure good customer service in the cleansing of roads, including providing residents with information where necessary;
2. to undertake training on the safe operation and use of a range of vehicles, particularly sweeping equipment where necessary;
3. to make use of all ancillary equipment on the vehicle (e.g. lances) in accordance with manufactures' instructions;
4. to assist the Supervisor with the supervision of temporary agency staff, to ensure that they are carrying out their duties professionally, safely and efficiently;
5. to be alert to any unusual circumstances and bring them to the attention of the Supervisor;
6. to work a system of work as outlined in agreed local terms and conditions of work;
7. to not deliberately cause disruption to the service in any way;
8. to clear up any spillage, however caused whilst out on the round;
9. to assist with the external and internal cleaning of vehicles;
10. to comply with the rules of the road – especially the Highway Code;
11. to carry out snow clearance duties as directed by Supervisor when required.