

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Street Cleansing Driver
Reports to:	Operations Manager
Department:	Environment
Section:	Cityclean

1. Purpose of the Job

To drive/operate Council vehicles/equipment and to undertake duties in connection with the sweeping, collection and removal of litter, dirt, leaves and refuse from public spaces and other designated areas in accordance with daily instructions and the specification of the service.

2. Principal Accountabilities

1. Ensure that all beat sheets and other related paperwork are completed correctly as required by a manager and returned at the end of shift. This includes the use of electronic devices as well as paperwork.
2. Liaise with householders as required, dealing with any complaints or enquiries in a polite manner, to ensure the best operational relationship between the service and members of the public, reporting matters of substance to a manager
3. Where necessary provide guidance to residents on how council refuse and recycling services operate
4. To collect assisted collections and clear fly tipping around Communal bins and report back of the types and amount of waste collected.
5. To drive vehicles and operate appropriate machinery, tool and equipment as required in accordance with the Councils guidelines.
6. To carry out vehicles checks(including oil, water and lights and checks on any power mechanism which may be fitted) on a daily basis as requested. Fill in vehicle defect books and comply with all transport regulations. Inspect the condition of the vehicle before and after use for roadworthiness.
7. To drive safely with regard to all traffic regulations. Drivers must keep to all speed limits.
8. To ensure the vehicle is ready to undertake work at the appropriate time and to ensure that the vehicle is empty of all refuse, litter, dirt and leaves, to fill with fuel at the end of each working day and to wash the exterior and interior of the vehicle daily or as directed by and Operations Manager or Chargehand.
9. To ensure that the tools and equipment necessary to carry out duties of that days operation are obtained before leaving the depot and ensure that such tools and equipment are appropriately stored at the ends of the shift.

10. To receive daily tasks from the Operations Manager or Chargehand by map, verbally, electronically or written instruction and to clean area to specification.
11. To check daily work allocation to the schedule and report back to the Operations Manager or Chargehand as necessary, during the shift and at the end of the shift.
12. To ensure the disposal of waste is carried out in accordance with EPA or other associated regulations, as directed by the Operations Manager or Chargehand.
13. To report and complete as necessary documentation for accidents/incidents/insurance matters by no later than the end of the shift on which the incident occurred.
14. To work flexibly either individually or as part of a team, providing customer orientated service delivery via various methods, acting as ambassadors for the City, projecting a professional image at all times
15. To wear all appropriate personal protective equipment as necessary to the task, ensuring it is kept fit for its purpose and seeking replacements as required.
16. To maintain contact at all times during shift with managers/chargehands and other team members via radio and other communication methods.
17. To report to the Operations Manager or Chargehand, or his/her representative at the beginning and end of any working shift.
18. To ensure the best operational relationship between the service and members of the public, reporting service difficulties to the Operations Manager.
19. To comply with the Council's policies and procedures and support and practice of the Council's customer care philosophy to ensure customer satisfaction.

General Accountabilities

(Please insert relevant paragraph from Job Description Questionnaire Guidance Notes on Health and Safety and Equality accountabilities)

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL**PERSON SPECIFICATION**

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Reports to:	Operations Manager
Department:	Environment
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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • An understanding of Environmental Protection Act 1990 • An understanding of Health & Safety • Awareness of the Highway code and traffic hazards, signs and signals • Must hold a clean driving licence
Experience	<ul style="list-style-type: none"> • Experience of delivering a high quality service within a customer focussed environment • Experience of working within agreed procedures to deadlines
Skills and Abilities	<ul style="list-style-type: none"> • Good verbal communication skills to deal effectively with members of the public, some of whom may exhibit aggressive or threatening behaviour • Good manual handling skills • Ability to work alone or as part of a team • Ability to carry out vehicle checks and simple routine maintenance (i.e. water and oil checks) • Ability to complete legal driving documents
Equalities	<ul style="list-style-type: none"> • An understanding of, and commitment to, Equal Opportunities, and the ability to implement the Council's policy within the context of this post
Other Requirements	<ul style="list-style-type: none"> • Must be fit and healthy, able to lift heavy objects and be prepared to work outside in all conditions • Need to be able to work a shift pattern • Ability to work flexibly and to be adaptable and observant