Job Description

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| **Job Title:**  | **Waste and Recycling Driver Class 2**  |
| **Strategic Team:** | **Collections** |
| **Service:****Business Unit:** | **Waste and Recycling****SWISCo Limited** |
| **Responsible To: *(day to day issues)*** | **SWISCo Operational Supervisors** |
| **Accountable To: *(line report)***  | **SWISCo Operational Supervisors** |
| **Salary Grade: *(Spinal column points only)*** **JE Ref:** | **Spinal Column 12 – 17 (grade F)** |

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| 1. **Key Purpose of Job**
	1. Working within the Waste & Recycling Service area you will be required to drive an HGV vehicle, working as a team member to undertake collections direct from residential properties.
	2. Carrying out driver daily walk around checks of your assigned vehicle before leaving the depot and upon return to the depot and reporting any defects found on the vehicle to your line report.
	3. Ensuring all documentation is completed and signed off as the vehicle driver in accordance with company policy.
	4. Operating the vehicle in accordance with the relevant legislation, required driver certification, and in accordance with SWISCO’s Health and Safety Policies, Safe Working Practices and Manufactures Operating Instructions.
	5. To undertake other duties as required by the company, commissary with the role.
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| 1. **Anticipated Outcomes of Post**
	1. Support the scheduled collection of domestic and commercial waste & recycling collections.
	2. Support the Company objective to ensure an efficient and timely service in line with service frequency as specified in Torbay Council’s waste strategy.
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| 1. **List Key Duties and accountabilities of the post**
	1. To drive assigned company vehicles safely and in accordance with SWISCo and government regulations.
	2. Ensuring completion of tasks within the allocated time.
	3. Sorting, separating, and bulking of recyclable materials both on the kerbside and at the depot.
	4. Ensuring that materials are safely secured within the vehicle when travelling.
	5. Required to complete driver daily walkaround check on the vehicle prior to using the vehicle, during the working day and when the vehicle is return at the end of the working day.
	6. Ensuring that the vehicles are maintained in a clean and tidy condition, internally and externally.
	7. Requirement to lift and carry items such as recycling boxes of varying weight ensuring that safe lifting and working practices are observed and appropriate personal protective clothing is always worn.
	8. To ensure that the Company Health and Safety requirements are adhered to.
	9. To attend all necessary training as required.
	10. To be considerate to other road users and provide good customer service as the forward-facing representative of the company.
	11. To remain in contact with the Supervisor/Office Staff and be responsive to operational needs.
	12. Correct recording of driver’s hours and use of Tacho card/log books
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| 1. **Budgetary / Financial Responsibilities of the post**
	1. No Financial responsibilities.
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| 1. **Supervision / Line Management Responsibilities of the post**

5.1 No Supervision / Line Management responsibilities.  |

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| 1. **Working Environment & Conditions of the post**
	1. A driving role with an element of manual handling.
	2. Potential adverse weather conditions.
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| 1. **Physical Demands of the post**
2. **Requirement to be able to hear approaching traffic and identify the direction of approach**
3. **Requirement to spend part of the day walking which will include an element of uneven**

 **and/or very steep surfaces which can include steps and stairs.**1. **Requirement for a lot of climbing in and out of vehicles -approximately 3 steps up and**

 **down.**1. **Requirement for some repetitive arm movements at shoulder height when sorting items**

 **Which also requires being able to grip adequately.**1. **Requirement to spend most of the day in a seated position, ability to change gears (not all**

 **vehicles use automatic gear boxes)** 1. **Requirement for bending down to pick up recycling boxes and loose items at ground level**

 **and the movement of wheeled bins.** |

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| 1. **Specific Resources used by the post**
	1. Driving of HGV Fleet vehicles and Vehicles 7.5T and under.
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| 1. **Key Contacts and Relationships**
	1. **External**

Members of the publicDisposal site managementTorbay Council departments* 1. **Internal**

Operational SupervisorsFleet ServicesHuman Resources |

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| 1. **Other Duties**

To undertake additional duties as required, commensurate with the level of the job. |

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| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. SWISCo operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the SWISCo, or associate company buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and SWISCo or associated company vehicles.
2. SWISCo does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
3. The post-holder is expected to familiarise themselves with and adhere to all relevant SWISCo Policies and Procedures.
4. The post-holder must comply with SWISCo Health and Safety requirements as outlined in the H&S policy appropriate to the role.
5. This post is based at Tor Park Road but the post holder may be required to move their base to any other location within the company at a future date.
6. The post-holder must be committed to the SWISCo Core Values for employees as defined in the employee handbook - Evidence will be sought during the probation and appraisal processes.
7. If you are required to use your own vehicle on SWISCo business or drive a SWISCo vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the company.

g) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions1. SWISCo is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
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 ** Person Specification**

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| **Note for Candidate****All Candidates**The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.  In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.  |

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**Person Specification**

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| * Able to ensure that all aspects of Health & Safety are adhered to.
* Able to work with others including those from other departments.
* Able to analyse problems and to implement solutions.
* Numerate.
* Able to work on own initiative proactively and with the minimum of direction.
* Excellent personal effectiveness skills and time management.
* Excellent interpersonal and communication skills with an ability to handle sensitive issues sympathetically and effectively.
* Ability to engage with staff at all levels.
* Ability to present information to others.
* Flexible approach to working hours.
* Impeccable customer relationship skills with a customer focused approach.
 | * Effective Organisational Skills.
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| **Essential Knowledge:** | **Desirable Knowledge:** |
| * Understanding of health and safety processes.
* Ability to navigate using maps if required.
 | * Knowledge of the local area where work is being undertaken.
* Knowledge of the waste & recycling industry.
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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| * A proven track record of working in a time critical environment.
* Experience of working within a performance-driven organisation and against Key Performance Indicators or other performance-related targets.
* Demonstrate and promote equal opportunities.
 | * Experience of performing waste collection service.
* Experience of waste management industry.
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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| * Educated to GCSE standard or equivalent
* Current and clean full UK Driving Licence
* Class 2 HGV licence holder
* Current CPC (expiry date if known)
* Digital Tacho (expiry date if known)
 | * Hold a Class 1 Driving Licence.
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| Essential – Other requirements of the job role * Ability to travel efficiently around the Bay in order to carry out duties
* Bank Holiday working
* Ability to accommodate unsociable hours
* Ability to accommodate on-call working
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