Job Description

Post Title: LGV Road Sweeper Driver
Grade: £21,666 to £22,462 (SCP 11 - 14)
Reporting to: Head of Environmental Services

1. Job Purpose

To drive a mechanical road sweeper, including carrying out daily maintenance checks, and reporting relevant issues to the Head of Environmental Services.

2. Main duties and responsibilities

a) Carry out daily maintenance and checks on the allocated vehicle and reporting any defects

b) Driving and operating the vehicle safely round the required areas and to the required discharge point

c) Responding politely to approaches from members of the public

d) Ensuring that areas on the route are cleaned in accordance with Council operating procedures

e) Reporting accidents and incidents as required

f) Maintaining records as required

g) To maintain the cab of any vehicle used in a clean and tidy condition

h) Act as an ambassador for the Council at all times, being courteous to clients and other road users

i) To notify the Council of any incidents that may impact on the status of your driving licence

j) To report any defect in vehicles and plant and monitor safety performance

k) To use any designated Personal Protective Equipment at all times as directed and to maintain it in accordance with the instructions provided

l) Any other duties as may reasonably be requested from time to time
3. **Qualifications and experience**
   
a) A driving licence for a Large Goods Vehicles (LGV) Category C is essential
   
b) Skill in driving a large vehicle, involving a great deal of use on narrow roads and difficult access areas is necessary
   
c) Important skills include problem solving, communications, team leadership and customer relations
   
d) Physical fitness and stamina

4. **Supervision**

   The operative will work to a pre-determined schedule but will be expected to use their own initiative.
   
The post holder is responsible to the Head of Environmental Services.

5. **Scope for impact**

   The post-holder has a significant impact on the quality of the street cleansing service throughout Chippenham. This is one of the most highly visible of the Council’s services.

6. **Contacts**

   General public
   
   Other Council staff
   
   Councillors

7. **Training and development**

   The Council is committed to developing all staff to achieve the business objectives of the organisation.

   Managers and supervisors are required to regularly review the training and development needs of their staff and take action to meet those needs. They are also required to evaluate the investment in training and development to assess achievements and improve future effectiveness.

   All employees are required to:
   
a) Co-operate with their manager or supervisor in assessing their own training and development needs
   
b) Participate in training and development activities
   
c) Participate in evaluating those activities
8. Health and safety

All employees are required to take care for their own health and safety and that of their colleagues and other affected by their actions. You are required to comply with the Council’s health and safety policy and any instructions, training and guidance for health and safety provided to you.

You must report to your manager or the Council’s Health & Safety Officer (i.e. the Deputy Chief Executive) any matter that appears to represent a danger to health and safety at work.

Managers and supervisors are responsible for ensuring that proper arrangements are made for the health, safety and welfare of their staff and others affected by their operations. These arrangements include risk assessments, training, guidance, instructions, safe working environment and safe equipment and materials, as detailed in the Council’s Health & Safety Policy.

The Council’s Health & Safety Policy is available in each department and on the website. Ask your manager if you are unsure where to look.

9. Customer Service

The Council is committed to high standards of customer care and customer service to all sections of the community. All employees are required to comply with the standards of service set by the Council.

10. Special notes and conditions

Working hours to be confirmed but likely to involve early morning starts and a degree of flexibility.
## Person specification

<table>
<thead>
<tr>
<th></th>
<th>Essential attributes</th>
<th>Desirable attributes</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>A driving licence (i.e. Large Goods Vehicles (LGV) Category C) for a pedestrian controlled vehicle is essential.</td>
<td></td>
<td>Application form/document check</td>
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<tr>
<td><strong>Skills and abilities</strong></td>
<td>Skill in operating a large (17 tonne) mechanical road sweeper is necessary, involving a great deal of use in crowded pedestrian areas. Problem solving skills, communications and customer relations.</td>
<td></td>
<td>Application form/interview</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>Knowledge of the operation of a pedestrian controlled street sweeping machine is highly desirable, but training will be given.</td>
<td></td>
<td>Application form/interview</td>
</tr>
<tr>
<td><strong>Physical attributes</strong></td>
<td>Physical fitness and stamina.</td>
<td></td>
<td>Application form/interview</td>
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