



## Role Profile

<b>Job Title:</b> HGV Machine Sweeper Operator	<b>Role Profile Number:</b> OPN128
<b>Grade:</b> M	<b>Date Prepared:</b> April 2022
<b>Directorate/Group:</b> Operations	<b>Reporting to:</b> Locality Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To maintain a high standard of machine sweeping on all public highway within the borough.

### Key Accountabilities

Drive and be responsible for allocated HGV vehicle. Duties will include vehicle checks and required routine maintenance oil and water and cleansing (using wash bay).

Required driving and operational skills appropriate for the operation of powered plant and any left hand drive vehicles and power mechanism which may be fitted.

To operate the vehicle in line with the manufacturers guidelines and within the current health and safety policy.

To complete all relevant records associated with the role and to comply with set KPI's

Duties may entail working outside normal working hours including weekends and bank holidays.

Keep a log of all routes swept to ensure targets are met.

Working within a programme of work under service level agreement (SLA) including additional Ad-Hoc work.

Report any accident/damage or near misses to property/person in the vehicle as soon as possible.

To maintain the highest level in customer care in line with service standards.

To complete the tachograph record book and vehicle documentation daily.

Operate vehicle/machinery in the manner intended whilst carrying out all safety regulations/procedures.

Participate in the councils staff appraisals system and ensure that any identified personal training needs and self development are discussed.

If HGV machines are unavailable, revert to small machine driving or join mobile crews covering all duties within a Driver/Street Cleaners role

Sometimes required to clear debris, blood, oil spillages, chemicals and any other potential hazardous substances after road traffic collisions.

### **Supplementary Accountabilities**

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

### **Knowledge & Experience**

- Experience of driving HGV vehicles
- Holds a current HGV licence

### **Qualifications**

- Compensatory experience.
- Accredited qualification in Enforcement
- Educated to GCSE Level A - C

### **Decision Making**

- Is empowered to make daily decisions within a structured process.

### **Creativity and Innovation**

- To suggest and devise improvements for delivery.
- Better use of labour, transport, material.
- Challenge procedures.
- Promote equality and diversity best practice in all areas of work
- Be committed to working in a manner which does not discriminate against any individual or group regardless of ethnic origin, sexual orientation, disability, age, religion or gender

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• Daily routes to be swept</li><li>• Priority incidents to be swept</li></ul>	<b>Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b>  N/A	<b>Asset Responsibility:</b>	HGV Sweeper – specialist vehicle

### **Contacts and Relationships**

- Verbal contact with SBC employees.
- Verbal contact with members of the public

### **Other Key Features of the role**

- Partnership working with emergency services, Elected Members, communities and other local key stakeholders, for example, business owners, social care, Parish Councils, and schools.
- Requirement to work unsociable hours

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	