



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Highways Drainage Driver/Operative	Role Profile Number:
Grade:	Date Prepared: 18.10.2016
Directorate/Group: Operational Services	Reporting to:
Structure Chart attached:	No

Job Purpose

- To undertake the maintenance of Gully/Cesspool emptying within the Borough.

Key Accountabilities

- Drive and be responsible for any allocated Gully/Cesspool and Pump Station machinery, including high pressure jetters, vehicle checks, requested routine maintenance and cleaning vehicle and tank (using wash bay). Loading/unloading equipment and completion of associated paperwork.
- 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.
- The erection and removal of appropriate signs and boards, Traffic Marshalling duties and Banksman.
- Maintain written records and submit written reports in relation to work completed and inspections.
- Collection and disposal of waste from Gullies and Cesspools in a safe and proper manner to Health & safety requirements.
- Keeping basic records of work completed.
- Working within a programme of work under a Service Level Agreement (SLA) including additional ad-hoc work.
- Cleaning petrol interceptors, grease traps and septic tanks and assistance in the cleaning of pumping stations.
- Emergency work relating to flooding emergencies and working with other Highways & Maintenance teams and other agencies i.e. Police and Public Health.
- Duties may entail working outside normal working hours including weekends and bank holidays.
- To complete all work allocated or appointed by target date/time and priority to comply with KPI's.

- To maintain the highest level in customer care in line with service standards.
- To complete all work to the highest service and safety standards.
- Report any accident/damage or 'near misses to property/persons in the vehicle as soon as possible.
- Where applicable to complete the Tachograph record book and vehicle documentation and check if it's correct.
- Supervise team members allocated to him/her for safe working practice.
- Demonstrate skills to new starters/temporary staff.
- Operate vehicle/machinery in the manner intended whilst carrying out all safety regulations/procedures.
- Ensure that any identified personal training needs are discussed with the supervisor.
- To be aware of the wellbeing and safety of members of the public, other highway users, pedestrians, cyclists and team members.
- To embrace the modernization programme including e-procurement.
- To take part in Winter Maintenance procedure including driving and operating gritting vehicles and ploughs.
- Respond to emergencies within the Highway and within the above scope including removal of drug needles, cleaning/removal of bodily fluids, oil spillages, chemicals and any other potential hazardous substances.

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 cares 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 situation 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

MINIMUM :

- Operatives certificate for specialist sucking/jetting equipment
- Knowledge of Highways procedures, H.G.V driver including left hand drive vehicles
- Demonstrable knowledge of participating in good practices i.e. Health & Safety
- Proven knowledge of drainage systems

- Construction Skills Certification Scheme cardholder
- Chapter 8 Road Traffic Signs Manual
- Working in confined spaces (knowledge)
- Working with high pressure volume tanks and high pressure jetting
- Knowledge of safe working with high pressure jetting
- City & Guilds Winter Maintenance certificate, Street Works Accreditation units 1 & 2 minimum
- Needle Awareness

PREFERRED:

- Street Works Act Accreditation units 3 – 8
- Basic First Aid

Working Environment

- Outside works – to work in extreme weather conditions, day and night including torrential rain and flooding
- Hazardous conditions will exist at times

Potential Risks

- Potential for exposure to needles, aggression, injury and disagreeable/unpleasant situations
- Failure of high pressure equipment i.e. burst jetting hose
- Cleaning of bodily fluids and other hazardous materials

Qualifications

- Insert qualifications required for the job

Decision Making

- Is empowered to make daily decisions within a structured process

Creativity and Innovation

- To suggest and devise improvements for service delivery
- Better use of labour, transport and materials
- To be encouraged to suggest improvements in how tasks are achieved

<u>Job Scope</u>	Budget Holder	Yes/No
Number and types of jobs managed <ul style="list-style-type: none"> • • 	Responsibility	
Typical tasks supervised/allocated to others <ul style="list-style-type: none"> • • • 	Asset Responsibility:	

Contacts and Relationships (how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Verbal contact with SBC employees
- Verbal contact with clients and outside contractors
- Verbal contact with the public
- Submission of written reports to management and clients

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with, in accordance with the Council's written procedures.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	