



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Waste Solutions Driver	Grade/ Level: M	Post Number: WM6336
Directorate: Operational Services	Job Family: Streetsmart	Date Prepared: February 2016

Role reports to (Job Title): Team Leader

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

- To maintain a high standard of recycling within the Waste Solutions Department
- Ensure Site Materials are delivered to relevant disposal sites that are able to accept materials ensuring compliance with relevant legislation
- Ensure Hazardous Materials (Asbestos, Plasterboard, Clinical Waste) are collected and delivered to the relevant disposal sites, which are able to accept materials ensuring compliance with all relevant legislations
- Ensure all Materials are collected in a safe and proper manner.
- **Maintain site security and cleanliness at all times**

Key Accountabilities:

1. Drive and be responsible for allocated vehicles
2. Ensure daily vehicle/plant checks are carried out within set policies and procedures
3. Maintain Skips to ensure all working parts are oiled and greased as required
4. Accurately complete all relevant paperwork and ensure all relevant paperwork is returned to the appropriate person each day
5. Asses each container prior to collection to ensure health and safety requirements are complied with
6. Ensure all safety conditions are complied with when handling hazardous wastes (Asbestos, Plasterboard, Clinical Wastes)
7. Report all accident damage, or near miss to property, persons, the vehicle and/or containers as soon as possible

8. Complete Tachograph/Drivers Record book in accordance with legislation and return to the supervisor after 28 day for reconciliation
9. Identify any personal training needs and ensure these are discussed with their immediate supervisor/ line manager
10. Ensure the site complies with Waste Management Licence conditions and relevant working plans and associated procedures
11. Identify any breaches in licence conditions or threats to the environment and report them to their supervisor / line manager
12. Ensure any spills of liquid or solid wastes are cleared immediately with set procedures
13. Establish that a good standard of Housekeeping on site to ensure Health and Safety policies and standards are adhered to
14. To implement, communicate and adhere to excellent recycling practises
15. Maximise recycling to reduce wastes to landfill paying attention to KPI's
16. To be available to drive other vehicles for the department and comply with all requirements expected of the role
17. Duties may entail working outside normal working hours, including weekends and bank holidays

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.

Job Scope: Number and type of jobs managed:

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Typical tasks supervised/allocated to others:

Budget:

Assets:

Knowledge and Experience:

Minimum –

- Recent experience of operation a Roll on Roll off HGV vehicle and plant machinery subject to

suitable training.

- Hold an up to date CPC (Driver Qualification card).
- Full clean driving licence
- Experienced on completing tachographs, tachobook and digital tachographs
- Experienced in the recycling and collection of wastes
- Have or work towards obtaining a ADR Licence (Carriage of dangerous goods)
- Hold a digital tachograph card

Preferred –

- Current operator's certificate for operating both of the following; loading shovel or 360
- One year's experience of operating plant on site
- Certificate of competence for Roll on Roll off vehicle operation

Working Environment:

- Lone working
- Outside working at all times
- Working in unpleasant conditions (Cold, Heat, Dust, Car Fumes)
- Hazardous conditions will exist at times
- Working outside of normal working hours maybe required as work dictates
- Early Morning start working in dark
- Late Nights working in the dark

Potential Risks:

- Potentials exists for aggression and risk of injury
- High potential of exposure to hazardous materials due to hazardous waste being disguised in bags and not reported to staff correctly (Asbestos, Clinical waste and chemicals)
- The use of PPE, Health and Safety
- Handling of hazardous wastes (Asbestos, Plasterboard, Clinical Wastes)

Decision Making:

- Is empowered to make daily decisions within a structured process
- Identifying different acceptable materials
- Risk assess the safe collection of waste types
- Identify and sort different acceptable groups of materials

Contacts and Relationships:

- Verbal contact with PPS employees
- Verbal contact with Public
- To be tactful and provide general advice and guidance to the public
- Demonstrate an enthusiastic approach and constantly look for improvements to performance and service

Creativity and Innovation:

- To suggest and devise improvements for delivery
- Better use of labour, transport and material
- Challenge procedures

Job Specific Competencies:

- HGV Licence and Plant Operators Licence
- Ability to weigh up and assess a situation in the light of previous experience and knowledge and identify and take appropriate course of action
- Ensures workload is managed to maximise use of time and resources available and ensure all critical tasks are undertaken

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 Manager's Signature

Print Name:

Date: