



City of
Stoke-on-Trent

Job Description

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|------------------------|---|
| Job Title: | Driver – Non LGV |
| Directorate: | Place, Growth & Prosperity |
| Section: | Environmental Teams (various) |
| Responsible to: | Team Manager or other designated person |
| Grade | Level 5 |

Post Objective

To deliver the street cleansing, refuse and associated functions in accordance with instructions and agreed procedures.

Duties / Responsibilities

1. To be responsible for and drive the allocated vehicle, ensuring that it is driven in accordance with the appropriate transport legislation and safe working practices for public and other road users.
2. To carry out routine daily vehicle and equipment checks and cleaning duties in accordance with vehicle and equipment manufacturer's instructions and complete a daily log sheet.
3. To report faults and breakdowns to the Environmental Manager or other designated person as required.
4. To present the vehicle for routine service on the day and time as requested by fleet management.
5. To ensure the allocated vehicle is kept in a clean and well maintained condition.
6. To participate in PDR interview.
7. To empty litter and dog fouling bins as required.
8. To sweep and remove litter, detritus, fly tipping, dog fouling, leaves, weeds and any other wastes as instructed and take to an approved disposal point.
9. To effectively remove animal carcasses when necessary.
10. To deliver wastes for disposal to approved disposal points.
11. To maintain full compliment of tools and equipment in a safe and clean condition and report any loss.
12. To remove unauthorised signage from City Council street furniture.
13. To report incidents of fly tipping or waste arisings too large to attend to as part of normal street cleansing duties.
14. To complete any paperwork in accordance with any departmental or statutory requirement.
15. To assist during weather emergencies (e.g. snow clearing, salting etc).

16. To strictly adhere to all relevant Health and Safety legislation, Safe Working Practices and Council Procedures.
17. To undertake any other duties appropriate to the post.

Person Specification



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Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

| | a | b | c |
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| Ability to communicate with members of the public | ✓ | | ✓ |
| Be enthusiastic and committed to the work | | | ✓ |
| Deliver services of the highest quality | | | ✓ |
| Work as a member of the team | ✓ | | ✓ |
| Be physically fit | ✓ | | ✓ |
| Ability to complete all relevant paperwork | ✓ | | |
| Ability to work on own initiative with little supervision | | | ✓ |
| Experience of using a range of machinery and equipment | ✓ | | ✓ |
| Be prepared to undertake any training felt relevant to the post | | | ✓ |
| Hold a full driving licence | | | ✓ |



Conditions of Service

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| Job Title: | Driver Non LGV |
| Directorate: | Place, Growth and Prosperity |
| Section: | Streetcare and Greenspace |
| Grade: | Level 5 |
| Salary: | £17,772- £20,138 |

PLEASE NOTE THIS IS CASUAL WORK therefore the City Council are under no obligation to provide work, likewise the Worker will be under no obligation to take up the offer of work.

Working Hours: Hours will be as and when required.

Annual Leave Entitlement: You will accrue 1 hour's paid annual leave for every 8.31 hours worked, which you should take at times you are not working. You may receive a payment in lieu of any outstanding holiday should you inform the Council you no longer wish to be considered for casual work.

Sickness Absence: There is no entitlement to Occupational Sick pay. There may be an entitlement to Statutory Sick Pay if the total of the 8 weeks pay prior to the first day of absence, when divided by 8 is liable to National Insurance. Details are available from the Payroll Section. If you are unable to attend for work due to sickness, please contact the Line Manager you would have been working for on or before your scheduled starting time.

Notice Period: As work is not guaranteed, notice is not required from either party. However, if you no longer wish to be offered available work, please let the Department know.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Clothing and Uniforms: You must wear protective clothing/uniforms that may be issued to you.

Rehabilitation of Offenders Act: The post is subject to the Exceptions Order of the Rehabilitation of Offenders Act 1974 and if you are shortlisted you must disclose any criminal convictions, bindovers or cautions received, which are not spent.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR Consultancy.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Authorities Services as amended by decisions, rules and regulations of the City Council.