

# Driver Chargehand

**£18,652 - £22,609 per annum**

**Full time, 37 hours per week 7am- 3pm**

**Based in Andover**

Test Valley Borough Council's Environmental Service provides a range of high quality front line services across the borough.

A vacancy has arisen for the position of Driver Chargehand working as part of the Council's Environmental Service team. Working in a team of up to four people you will be responsible for giving advice, guidance and assistance to staff and residents.

The position is manually challenging but equally rewarding for enthusiastic and hardworking team players. At times you may be required to carry out and assist with the loading responsibilities.

You will be required to carry out daily vehicle inspections and complete appropriate paperwork.

Due to the nature of the role previous experience of working outdoors in all weathers and previous experience of working within a team and a customer related role is essential. A knowledge of waste or cleansing services and of the Test Valley area would be an advantage but not essential.

To be considered for the role you will ideally hold the following:

- Category C License is required (HGV 2)
- Driver CPC. Applicants who do not currently hold a Driver CPC but would be willing to undertake the required training will be considered for the post.
- Basic literacy and verbal skills are a requirement of the post.

In return we offer a competitive salary, with occasional overtime, exceptional terms and conditions, uniform and the option to join the superannuation pension scheme.

For an informal discussion please call Gary Towerton, Waste & Recycling Manager on 01264 368352.

For an application form you can visit our website or contact our Human Resources Team on, 01264 368106 or email [jobs@testvalley.gov.uk](mailto:jobs@testvalley.gov.uk)

**Closing date for return of application forms: 15<sup>th</sup> June 2018.**

COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES



# Job Description & Person Specification

Job Title:	Driver Chargehand	Job Reference:	
Service:	<b>Environmental Service</b>		
Location:	Portway Depot, Andover	Grade:	Hay Grade 5.1 to 5.5
Reports to:	<b>Waste Collection Supervisor</b>		
<b>Our Values – we expect all of our employees to live by and demonstrate the Council's five key values</b>			
<b>Accountable, Ambitious, Empowering, Inclusive, Acts with integrity</b>			
<b>Main job purpose</b>			
To oversee and take charge of the waste collection team you are working with. This includes taking full responsibility for the waste collection vehicle whilst in your care.			
<b>Main responsibilities and duties</b>			
<ol style="list-style-type: none"><li>1. To oversee and take charge of the waste collection team to ensure that the daily round is completed within the working day.</li><li>2. To carry out daily vehicle checks and report defects in accordance with current procedure to ensure that the waste collection vehicles are maintained and legal to be driven on the road.</li><li>3. To drive and/or operate the waste collection vehicle allocated for the days work to collect waste from designated collection points, or as instructed. This may include loading duties.</li><li>4. To complete all relevant paperwork legibly and in a timely fashion, as requested by the Waste Collection Supervisor. This includes the completion of round report sheets, drivers log books and vehicle defect reporting books.</li><li>5. To clean the exterior and interior of the vehicle when the need arises.</li><li>6. To work with other team members to ensure the commitments of the service are met and to co-operate with changes in work practices when the needs of the service dictate.</li></ol>			
NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.			
<i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i>			

<b>Supervision and management</b>
Reporting to the Waste Collection Supervisor
<b>Resources</b>
Supervise designated waste collection team allocated to the collection round
<b>Contacts and relationships</b>
Part of the Council's Environmental Service Team, communicating with members of the public, other Council officers.
<b>Working environment</b>
<ul style="list-style-type: none"> <li>• This is an outdoor based role.</li> <li>• Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.</li> <li>• Will involve handling of chemicals, and contact with unknown substances and materials.</li> <li>• Contact with the general public with risk of challenge or abusive behaviour.</li> <li>• The post requires some walking standing, bending, and lifting throughout the day with driving duties</li> </ul>

<b>CRITERIA</b>	<b>ESSENTIAL DESIRABLE</b>
Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	
<b>Educational and professional qualifications</b>	
Driving Licence / HGV 2	E
Driver Training CPC Module	E
Sign a mandate for automatic checking of driving licence details with the DVLA	E
Supervisory qualifications	D
<b>Knowledge</b>	
An understanding of Environmental Service, relevant working practices to the role.	D
A knowledge of the Test Valley area is desirable	D
<b>Experience</b>	
Experience of supervising a diverse operational workforce	E
Direct working with the general public	E
Communicating at all levels	D

<b>Key skills</b>	
Supervision, motivation, leadership of staff	E
Strong interpersonal skills and ability to establish a good working relationship with a range of people	E
Written and oral communication skills	E
Organisation of resources and prioritisation of work	E
<b>Personal qualities and behaviours</b>	
Enthusiastic and self motivated	E
Relates well to the general public	E
Able and willing to take individual responsibility for work and daily priorities	E
Able to work as a team member	E
Reliable and able to work under pressure and meet deadlines	E
Diplomatic and tactful	E
Able to use own initiative	E
Available to work outside normal office hours be able to undertake overtime when the need arises.	E
Able to resolve operational problems quickly.	E
To work outside in all weathers	E
<b>Other Factors</b>	
PPE Uniform must be worn	
<b>Corporate Responsibilities</b>	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p><b>Health and Safety</b> - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p><b>Safeguarding</b> - To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults). (Agreed wording from Louisa, however, I am not sure this will mean something to candidates).</p> <p><b>Equalities</b> – Test Valley Borough Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age</p> <p><b>Social Media</b> - You are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.</p> <p><b>Financial</b> – You are required to adhere to financial policies and to undertake tasks/training in that context as required.</p>	