



# Job Description & Person Specification

Job Title:	Driver Chargehand	Job Reference:	
Service:	Environmental Service		
Location:	Portway Depot (Andover) Bourne House Depot (Romsey)	Grade:	Hay Grade 5
Reports to:	Waste Collection Supervisor		
Date:	January 2019		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>			
<b>Main job purpose</b>			
To drive the waste collection vehicle (Category C Licence). 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/ Principal Accountabilities</b>			
1. To oversee and take charge of the waste collection team to ensure that the daily round is completed within the working day.			10%
2. To carry out daily vehicle checks and report defects in accordance with the current procedure to ensure that the waste collection vehicles are maintained and legal to be driven on the road.			5%
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.			70%
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.			5%
5. To clean the exterior and interior of the vehicle when the need arises.			5%
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.			5%

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.

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.

### **Supervision and management**

No direct reports.

### **Resources**

The postholder will be responsible for:

- a team of up to four waste collection operatives.
- keeping and maintaining relevant equipment provided to them/their team in order to fulfil their role/s
- keeping and maintaining a vehicle/s provided to them/their team in order to fulfil their role/s

### **Contacts and relationships**

The post holder may have contact with members of the public, council officers, councillors and clients.

### **Working environment**

- This is an outdoor based role.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- Will involve handling of chemicals, and contact with unknown substances and materials.
- Contact with the public with risk of challenge or abusive behaviour.
- The post requires a lot of walking standing, bending, and lifting throughout the day.

<b>CRITERIA</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>ESSENTIAL/ DESIRABLE</b>
<b>Educational and professional qualifications</b>	
<ul style="list-style-type: none"> <li>• Driving Licence / Category C Licence</li> <li>• Driver Training CPC Module</li> <li>• Sign a mandate for automatic checking of driving licence details with the DVLA</li> <li>• Supervisory qualifications</li> </ul>	E E E D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• An understanding of Environmental Service, relevant working practices to the role.</li> <li>• A knowledge of the Test Valley area.</li> </ul>	D D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of supervising a diverse operational workforce</li> <li>• Direct working with the general public</li> <li>• Communicating at all levels</li> </ul>	E E D
<b>Key skills</b>	
<ul style="list-style-type: none"> <li>• Supervision, motivation, leadership of staff</li> <li>• Strong interpersonal skills and ability to establish a good working relationship with a range of people</li> <li>• Written and oral communication skills</li> <li>• Organisation of resources and prioritisation of work</li> </ul>	E E E E
<b>Personal qualities and behaviours</b>	
<ul style="list-style-type: none"> <li>• Enthusiastic and self motivated</li> <li>• Relates well to the general public</li> <li>• Able and willing to take individual responsibility for work and daily priorities</li> <li>• Able to work as a team member</li> <li>• Reliable and able to work under pressure and meet deadlines</li> <li>• Diplomatic and tactful</li> <li>• Able to use own initiative</li> <li>• Available to work outside normal office hours be able to</li> </ul>	E E E E E E E E

undertake overtime when the need arises. <ul style="list-style-type: none"> <li>• Able to resolve operational problems quickly.</li> <li>• To work outside in all weathers</li> </ul>	E E
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• This role requires a uniform and PPE to be worn</li> <li>• Occasional overtime and weekend working</li> </ul>	
<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>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p><b>Safeguarding</b> - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p><b>Equalities</b> – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p><b>Social Media</b> - Employees 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> – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p> <p><b>Risk Management</b> - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.</p> <p><b>Data Protection and Data Security</b> - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.</p>	