

# UTTLESFORD DISTRICT COUNCIL

## JOB PROFILE

**Designation:** Class2 LGV Driver

**Post Number:** GRY001/1004

**Directorate:** Public Services

**Section:** Street Services

**Reporting to:** Street Services Supervisor

**Located:** Dunmow/Saffron Walden  
Depots

### OVERALL PURPOSE OF JOB

(summary in no more than two or three sentences)

- 1 To collect materials from properties and deliver to appropriate sites.
- 2 To work with the team to deliver the services in an effective, safe manner and support the wider operations of the Council.

### JOB PROFILE

Key responsibilities

- 1 To drive a heavy goods vehicle where directed, collecting materials and loading onto vehicle.
- 2 To discharge collected materials to appropriate sites.
- 3 To work with and lead any other members of the vehicle team to achieve a timely service that meets customers needs.
- 4 To respond to people in the community with respect and consideration.
- 5 To take every due care to maximise safety when operating vehicle and to take appropriate care of equipment and vehicle.
- 6 To complete daily checks and cleaning of the vehicle.
- 7 To care for and use the protective clothing provided, when appropriate.
- 8 To ensure health and safety requirements are complied with at all times.
- 9 To undertake further training as required to fulfil the needs of the service.
- 10 To keep your manager up to date with any areas of concern.
- 11 To undertake any other duties which may reasonably be within the competence of the post holder

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

## OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

### PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for the shortlisting of applications. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

#### 1 Knowledge

- Alert, attentive and able to work without risk to the health and safety of self and others.

#### 2 Skills

- Self-motivated and able to work without direct supervision.
- Able to complete daily checks on vehicle and report defects/concerns.

#### 3 Qualifications/Training/Experience

- Valid UK licence with Category C vocational entitlement
- Valid Driver CPC Qualification Card
- Proven experience of recent LGV driving
- Ability to work effectively and productively within a small team.
- Prepared to undertake further training as required to fulfil the needs of the service.
- Ensure that if the Driver CPC qualification was attained or acquired rights you'll need to do 35 hours of periodic training every 5 year to keep it

#### 4 Circumstances

- Physically fit, agile and in good health. Able to complete repetitive lifting.
- Respectful and considerate of people and property in the community.
- Able to work Saturday following a bank holiday.

- Able to work a share of weekends when required.
- Able to work overtime where required to ensure completion on round (within reason).

### **Non Line Manager Core Accountabilities**

- Understand the needs of your customers and deliver the best possible outcomes through exemplar behaviour in accordance with UDC's Values and Behaviours
- Work flexibly and collaboratively across structural boundaries in support of key outcomes
- To contribute to development or organisational capability by taking ownership of your own training and development, including identifying and taking part in training and development activity and responding to feedback on performance
- Take responsibility for identifying and auctioning areas of risk including Health and Safety and Business Continuity

### **Safeguarding**

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

**Role Requirement:** This role does not require a DBS (CRB) check

**All staff will have to undertake a "Basic" DBS for access to our systems, which is an on-line course on ICT Security.**

### **Pre-employment Checks appropriate to this Job Profile**

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

**Essential User:** Does not qualify as an Essential User

Effective date \*Enter date here / Date last reviewed: \* Enter date here

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## UDC – VALUES AND BEHAVIOURS

<b>VALUE: ACHIEVING HIGH PERFORMANCE</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>ENTHUSIASTIC</b>	<ul style="list-style-type: none"> <li>Creates and maintains a positive work ethic while striving to get the job done</li> <li>Shows pride in what they do</li> </ul>
<b>SUPPORTIVE</b>	<ul style="list-style-type: none"> <li>Identifies where changes are needed and helps make them happen</li> <li>Learns from experience/mistakes</li> </ul>
<b>PROBLEM SOLVING</b>	<ul style="list-style-type: none"> <li>Adopts a proactive and positive approach to solving problems</li> <li>Produces innovative ideas, thinks 'outside of the box'</li> </ul>
<b>FLEXIBLE</b>	<ul style="list-style-type: none"> <li>Promotes and embraces change, is open to new ways of working</li> </ul>
<b>VALUE: RESPONDING TO CUSTOMER NEEDS</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>CUSTOMER FOCUSED</b>	<ul style="list-style-type: none"> <li>Open and honest in communication with internal and external customers; shows courtesy and respect</li> <li>Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements</li> <li>Conducts themselves in a professional manner, promoting the council's reputation</li> </ul>
<b>RESPONSIVE</b>	<ul style="list-style-type: none"> <li>Understands and responds to customer needs</li> <li>Actively seeks feedback to improve customer service</li> <li>Proactively works to progress new ways of working to improve customer service</li> </ul>
<b>VALUE: WORKING TOGETHER</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>VALUING OTHERS</b>	<ul style="list-style-type: none"> <li>Treats everyone fairly, with respect and dignity, responding sensitively to individuals</li> <li>Shows respect for the values, experience, contribution or work of others</li> </ul>
<b>TEAM WORKING</b>	<ul style="list-style-type: none"> <li>Develops team working in service area and across the council and strives to maintain a high level of motivation</li> <li>Works across service areas to attain common goals</li> <li>Encourages others to input ideas and opinions and responds to good suggestions</li> </ul>
<b>OPEN/HONEST</b>	<ul style="list-style-type: none"> <li>Open and honest in communication, seeking and giving regular feedback</li> </ul>
<b>DEVELOPING OTHERS</b>	<ul style="list-style-type: none"> <li>Shares job knowledge and skill willingly with other employees to help them or assist in their development</li> </ul>
<b>RECOGNISING SUCCESS</b>	<ul style="list-style-type: none"> <li>Acknowledges success/achievements of others in the organisation</li> </ul>