



# Role Profile

## Recycling & Waste LGV Driver

Reference No.	A4954	Type	Generic
Service	Fife Resource Solutions LLP		
Job Family	Technical	Grade	FC5

### Purpose

Working in a 'hands on' professional role, driving, collecting and operating recycle and waste collection/transportation vehicles.

The post holder will work at a wide variety of public, private locations as well as licenced environmental management sites in towns, villages and rural locations throughout Fife and further afield. These locations include landfill sites, transfer stations, anaerobic digestion plants, composting sites, third party sites, recycling centres and customers properties such as schools, care homes and industrial units.

The key function is the delivery of a legally compliant, first-rate customer experience for a variety of internal and external customers through the timely and efficient uplift and transfer of waste and recyclable materials.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
As a professionally qualified LGV Driver the post holder will be leading by example in the provision of driving and collection activities relating to recycle, waste and wider resource management requirements. Which includes:	<p>Educated to SCQF Level 6, which includes Highers or A Levels or equivalent demonstrable experience</p> <p>LGV driving experience and knowledge of regulations</p> <p>Current Drivers Certificate of Professional Competence (DCPC)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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<ul style="list-style-type: none"> <li>• Driving multi-lift, skip lugger and waste collection vehicles on a rotational basis and, where appropriate, other vehicles e.g. small vans, other work vehicles and plant appropriate to the licence held.</li> <li>• Complete and record daily, weekly and interim vehicle checks and routine maintenance in line with manufacturer's/Fleet Operation's instructions to ensure continued safe operation and roadworthiness.</li> <li>• Cleaning and undertaking maintenance tasks on LGVs, plant and equipment using the designated equipment for which training will be provided.</li> <li>• Fuelling vehicles and adding AdBlue when required. This may include the application of lubricating oils or greases.</li> <li>• Reporting and recording any defects, timeously and in line with agreed procedures.</li> <li>• Complying with appropriate legislation, including EU Driver's Hours Regulations, Roadworthiness regulation, Environmental Duty of Care, Weights &amp; Measures, Transportation of hazardous/dangerous goods regulation and other pertinent road related legislation.</li> <li>• Ensuring that all wastes brought onto site are kept segregated as required, e.g. different glass colours, rimmed and unrimmed tyres and green waste, and that any contaminants are removed, where practical.</li> </ul>		<ul style="list-style-type: none"> <li>Current and valid category C driving licence</li> <li>Current and valid digital tachograph driver card</li> <li>Current driver Certificate of Professional Competence (CPC)</li> <li>Experience in driving multi-lift, skip lugger and waste collection vehicles</li> <li>Experience of multi-drop and varied routes</li> <li>Experience in the operation of site-based static or traversing compactors</li> <li>Experience of completing statutory documentation relating to haulage</li> <li>Reading and writing skills</li> <li>Enhanced IT skills required to operate the various systems and recording devices which are an integral part of the vehicle and job role</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> <li></li> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> <li></li> <li></li> </ul>

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<ul style="list-style-type: none"> <li>Ensuring that the waste collection vehicle is free of all residual waste when changing waste streams to prevent contamination.</li> <li>Completing all necessary paperwork and electronic forms using a mobile device. This includes instances of illegal dumping, contamination, access issues, routing information, job completion reports, inspection records etc.</li> <li>Maintaining regular contact with Operations Supervisor and advising when workload is complete using mobile devices.</li> </ul>				
<p>During the course of the postholders duties they will be:</p> <ul style="list-style-type: none"> <li>Ensuring compliance with our procedures relating to the Council's Waste Management Licences and Pollution Prevention Control Permits under the Environmental Protection Act 1990, Code of Practice on the Duty of Care, Animal By-Products Regulations, Management Plans, Working Plans and Hazard Analysis Critical Control Points (HACCP), and also in accordance with any further requirements of the regulators, i.e. the Scottish Environment Protection Agency (SEPA) and the Animal and Plant Health Agency (APHA).</li> <li>Operating ancillary equipment and plant as appropriate to comply with regulation and guidance relating to roadworthiness and environmental compliance such as: operating compactors, roll packers, pressure washers, weighbridges, mechanical lifting equipment, safety barriers and other relevant safety and security equipment.</li> </ul>		<p>Experience of completing statutory documentation relating to haulage.</p> <p>Experience of working within the resource management (or other regulated sector)</p> <p>Demonstratable working knowledge and experience of operating ancillary plant and equipment</p> <p>Physical working dexterity</p> <p>Ability to work with minimum supervision and exercise judgment and initiative</p> <p>Knowledge of different localities and areas within Fife</p> <p>Experience of influencing, leading and accepting responsibility</p>	<p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p>	<p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p>

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<ul style="list-style-type: none"> <li>• Ensure other operatives in the team are performing at an appropriate pace to meet quotas and working in line with safe systems of work and operational procedures.</li> <li>• Ensuring that 3<sup>rd</sup> parties supporting the operation at public and private sites are working in line with safe systems of work and operational procedures.</li> <li>• Working outdoors, between collection locations, in all weather conditions lifting and transporting significant volumes of household, commercial and industrial wastes, which are regularly undefined (mixed waste) and contain potentially hazardous and harmless substances.</li> <li>• Collecting waste containers, sacks, boxes, loose waste and larger items from multiple properties throughout a shift using appropriate manual handling techniques to interact with the vehicles mechanical lifting equipment.</li> <li>• Responding to customer enquiries and requests including personal visits and calls as required.</li> <li>• Clearing immediately any waste spilled in the course of collection, transportation, loading or unloading.</li> <li>• Returning customer's bins to their designated presentation or storage location appropriately, e.g. not blocking access points.</li> <li>• Opening and closing facilities and undertaking associated key holder responsibilities.</li> </ul>		<ul style="list-style-type: none"> <li>Experience of manual outdoor working in all weathers</li> <li>Experience of providing customer service</li> <li>Experience of working for a customer focussed organisation</li> <li>Customer care skills</li> <li>Problem Solving skills</li> <li>Ability to respond to and deal with changing priorities</li> <li>Ability to work flexibly carrying out duties on a variety of locations while participating in an operational roster</li> <li>Experience of working within the resource management (or other regulated sector)</li> <li>Relevant health and safety training</li> <li>Communication skills</li> <li>Experience of working in a team</li> <li>Experience of working in other areas and sectors where manual work has been required</li> <li>Ability to provide a regular and effective service</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li>✓</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>

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<ul style="list-style-type: none"> <li>• Meeting the provisions of health and safety requirements as they apply to the post holder, including the operation of plant and equipment and wearing the relevant PPE, e.g. safety helmet, including visor and ear defenders, gloves, safety footwear, high visibility garments, and when necessary waterproof garments.</li> <li>• Complying with site-specific safety and operational instructions from the facility operatives, where appropriate.</li> <li>• Complying with any relevant standard operating procedure or risk assessment.</li> <li>• Undertaking other general labouring duties, including manual snow and ice clearing and salt spreading.</li> </ul>				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>