



Role Profile

Chargehand Driver

Reference No.	A4264	Type	Generic
Service	Various		
Job Family	Technical 5	Grade	FC5

Purpose

Working in a 'hands on' leading role, directing a team of up to 3 Waste Collectors and / or Driver / Waste Collectors in order to meet daily waste collection quotas.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading by example uplifting domestic and commercial waste containers, wheeled containers, sacks or loose waste (which can involve odorous materials) in <u>all</u> weather conditions, including severe weather.	Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent evidence of attainment, gained while acting up to the role (Deliver Results – 'See How We Work Matters') Experience of managing and supervising staff LGV driving experience and knowledge of regulations	✓ ✓ ✓	

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<p>Drive an LGV refuse collection vehicle for the effective and efficient completion of daily waste collection quotas.</p> <p>Drive other allocated vehicles as required.</p> <p>Complete and record daily, weekly and interim vehicle checks and maintenance in line with manufacturer's / Fleet Operation's instructions and training and to ensure continued roadworthiness. Report any defects in line with current procedures.</p>	<p>Current valid LGV category 'C' driving licence</p> <p>Digital tachograph driver card</p> <p>Current driver CPC</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Ensure other operatives in the team are motivated, performing at an appropriate pace to meet quotas and working in line with safe systems of work and operational procedures.</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 (Take ownership)</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Direct the daily routine of the team and ensure compliance with manual handling, PPE and other health and safety rules in connection with prescribed safe systems of work.</p>	<p>Leadership Qualification</p> <p>Experience of team working and motivational skills (Work together)</p> <p>Communication skills</p> <p>Organisational and Planning skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Ensuring the team complies and are kept informed of changes to safe operating procedures and health and safety control measures.</p> <p>Deliver regular toolbox training to team members during the normal working day.</p>	<p>Knowledge of risk assessment</p> <p>Ability to provide regular and effective service</p>	<p>✓</p> <p>✓</p>	
<p>Carry out accident reporting in line with procedures and assist in accident investigations.</p>	<p>Relevant health and safety training</p>		<p>✓</p>

E = Essential Criteria D = Desirable Criteria

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Attending routine meetings with Operations Supervisor and assisting			
with risk assessments, application of policy in respect of annual leave requests, timekeeping and unauthorised absences.			
Carry out return to work interviews and other such attendance management procedures under the direction of the Operations Supervisor			
Ensuring completion of attendance/payroll records and other claims including ad hoc works requests (e.g. 'UNIFORM requests)	Ability to analyse and interpret information and respond accordingly (Embrace technology and information)		✓
Requisitioning stores and ensure team members draw required stores at appropriate times.			
Maintaining standards of conduct and report potential misconduct.			
Responding to customer enquiries and requests including personal visits and calls as required.	Experience of working for a customer focussed organisation		✓
	Customer care skills (Focus on customers)		✓
	Problem Solving skills		✓
In consultation with the Operations Supervisor, adjust service delivery routines during or following periods of disruption due to, for example, inclement weather, public holidays, etc.			
Taking out waste containers and sacks and return emptied waste containers to their original location. Enter private properties.			
Loading sacks, loose waste and larger items by hand into the vehicle hopper or skip or bin for disposal.			
Operating associated tools and equipment as required.			

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Cleaning the interior and exterior of refuse collection vehicles at required intervals and under the driver's direction, assist in routine vehicle checks.			
Undertaking other general labouring duties, including manual snow and ice clearing and salt spreading.			
Participating in training and refresher training as directed.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	None <input checked="" type="checkbox"/>

Additional Information – the following information is available:

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

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- Skills Framework (if applicable)
- **How** we work matters

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results