



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Communities
<b>Section:</b>	Environmental Services
<b>Post Title:</b>	Cleansing Driver Operative (4 on 4 off)
<b>Post Number:</b>	
<b>Accountable to:</b>	Assistant Operations Manager
<b>Management responsibility for:</b>	N/A
<b>Authority to liaise with:</b>	<b>Internal</b> Other relevant department personnel  <b>External</b> West Sussex County Council Highways Department Personnel
<b>Meetings attended on a regular basis:</b>	Monthly Cleansing Team Briefs
<b>Work style</b>	Mobile

**Principal purpose of job (role summary)**

The post holder will be expected to cleanse designated areas within the Adur and Worthing district, using precinct sweepers to clean designated areas and areas indicated by the Team leader and removing fly-tips. Compliance with all transport legislation (1948 Transport Act and all relevant subsequent Acts) is essential.

**Main duties, tasks and responsibilities of post holder**

1. Take the equipment provided from the depot to the starting points indicated on the appropriate daily route, and return it to the depot at the end of each day. Ensure that the vehicle is checked each day within the guidelines set out in the Standing Orders for drivers of Council Vehicles.
2. Using either a sub-compact or compact precinct sweeper or a 7.5 tonne caged tipper truck, properly sweep all designated areas, pavements, channels, narrow back streets, pedestrian precincts, subways etc. where applicable, as directed on daily route schedule to the standard required. Dispose of sweepings etc. as instructed.

Dig out by hand any difficult areas.

3. Empty all designated litter bins on daily route and report any defective ones found to the Supervisor.
4. Ensure that the equipment issued is not damaged or lost.  
At the end of the working day, utilise the pressure washer to thoroughly clean the sweeper vehicle and ensure that the vehicle is emptied and left in a 'ready to use' condition.
5. Make sure that the equipment issued is in good condition to enable cleansing operations to be carried out properly. Report any defects to the Cleansing Team Leader.
6. Carry out duties and responsibilities in compliance with the attached operating procedures.
7. Ensure that when not in use the vehicle is always parked in a safe place, complying with all relevant road traffic regulations.
8. Ensure that a high standard of customer care is maintained throughout the working day as special care and consideration must be taken when working in close proximity to the general public.
9. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
10. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
11. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
12. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	Tony Patching
<b>Signature:</b>	
<b>Date:</b>	
<b>Head of Service (Print name):</b>	Ben Milligan

<b>Cleansing Driver Operative (4 on 4 off) Operating Procedures</b>	
1.	You must wear all necessary safety and protective clothing provided during working hours.
2.	No deviation from the prescribed daily schedule will be permitted without prior agreement from your Team Leader or Supervisor.
3.	It shall be the duty of each operative to complete and certify as necessary, all relevant forms containing information as may be required by Management.
4.	You must carry out such associated work, which may become necessary as circumstances dictate.
5.	Keep a general 'housekeeping' watch on the district and report situations or issues that require attention.
6.	It is forbidden to sort and take for personal gain any item found in the course of your duties. Such items must be handed to your Manager at the first opportunity. Contravention of this ruling will lead to disciplinary action being taken.
7.	No cleansing staff shall solicit or demand any form of remuneration (whether in cash or kind) from any member of the public or business, for services rendered.
8.	No cleansing staff shall accept payments which are payable to the Council in respect of bulky waste collections from domestic or trade premises. No collections of waste are to be made from any such premises unless previously authorised by the Council. Note: If any member of staff is in doubt he/she should check with management before collection is made. The acceptance of payment for carrying out this service or the making of unauthorised commercial waste collections shall be considered as a serious misconduct.
9.	If instructed you must undertake to salt and sand footways etc. during winter emergencies.
10.	If instructed your must undertake other work with Adur & Worthing Council Services as directed from time to time (e.g. in emergencies), according to the needs of the service. This could include occasional overtime completing outstanding work, where a risk could be incurred if the task was left uncompleted.
11.	To undertake any duties regarding health, safety and welfare at work and emergency planning which may reasonably be allocated to postholder as a result of legislation, codes of practice or Council policies.
12.	Upon leaving the employ of Adur & Worthing Council Services you will return all equipment, PPE, access fobs and ID cards.
Signature:	I agree to work by the above  Procedures.....Signed by post holder  and .....line manager
Date:	.....