

# **RUGBY BOROUGH COUNCIL**

## **JOB PROFILE**

<b>Post No.</b>	50707
<b>Post Title:</b>	LGV Driver – Mechanical Sweeper / Refuse Collection vehicles
<b>Unit/Team:</b>	Work Service Unit
<b>Grade:</b>	D
<b>Service:</b>	Street Cleansing
<b>Reports to:</b>	Street Cleansing Supervisor
<b>Issue Date:</b>	July 2025

### **PURPOSE OF THE JOB**

To operate an LGV Sweeper to clean streets, highways, or other specified areas. The role includes driving and operating sweeping mechanisms, to maintain cleanliness and safety in public areas. To support the waste service team in the collection of waste materials throughout the borough.

### **1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 Under the direction of the Street Cleansing Supervisor cleanse designated highways and specified areas within the borough.
- 1.2 Load and unload waste materials safely and in compliance with legislation.
- 1.3 Complete relevant paperwork and digital records (e.g. job sheets, tachographs).
- 1.4 Conduct daily vehicle checks and defect reporting, reporting any mechanical issues or hazards promptly.
- 1.5 Comply with all relevant driving laws and safety standards, ensuring compliance with the Health and Safety at Work Act and the Council's Safety Policies.
- 1.6 Maintain cleanliness and presentability of sweeper and other specified vehicles during and after use.

### **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Operate refuse collection vehicles upon request to support service requirements.

- 2.2 Be courteous when dealing with members of the public.
- 2.3 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

**3. SUPERVISORY RESPONSIBILITIES**

None

**4. FINANCIAL RESPONSIBILITIES**

None

**5. RESPONSIBILITY FOR ASSETS AND DATA**

Responsibility for ensuring that information created and received is in line with the Council's Data Protection Policy.

Ensuring that equipment and tools are maintained and secured.

**6. EXTENT OF PUBLIC CONTACT**

Daily contact during working hours.

**7. WORKING CONDITIONS AND ENVIRONMENT**

Based at Hunters Lane Depot, Rugby. The post holder will be active throughout the borough.

**8. CORPORATE RESPONSIBILITIES**

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity

Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION

**Post:** LGV Driver – Mechanical Sweeper / Refuse Collection vehicles

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria.'

Criteria	Essential/ Desirable	Method of Assessment
LGV Driving License	E	A,I,D
CPC (Driver)	E	A,I,D,
Physically fit (may involve some manual handling)	E	A,I
Able to work independently or as part of a team.	E	A,I
A commitment to work within our CAN DO values	E	A,I
Willingness to work flexible hours, including early starts and Bank Holidays on request	E	A,I
Experience using tachographs and complying with driver's hours regulations.	E	I,D
Ability to work alone with minimal supervision and as part of a team	E	A,I
To follow existing planned routes	E	I
Must be prepared to wear issued personal protective clothing and if issued (ID) badge	E	I
An understanding of health and safety legislation (Including manual handling) and Road Traffic Regulations	E	I
Local area knowledge	D	I
Providing services to the public	D	I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D