

Job Outline

Post:	Community Works Operative 4 (LGV)
Service:	Communities and Place
Location:	Inverness
Hours:	7:00am to 3:00pm – Monday to Thursday 7:00am to 2:30pm – Friday Overtime may be a requirement to complete daily duties.
Duration:	Permanent
Responsible to:	Waste Management Foreperson
Grade:	HC04 (37) Spinal Column Point 14-18 - £28,244/£30,918 p.a.

1. Job Purpose

To work as part of a team, to carry out all duties involved with Refuse Collection within Community Services to a high and safe standard, some manual lifting will be involved. Duties will include: vehicle checks, required routine maintenance (for example oil and water checks) and cleaning the operation of any power mechanism, which may be fitted.

2. Key Duties and Responsibilities

□ To drive Highland Council Refuse/Recycling/Street Cleansing Mechanical Sweeper Vehicles on designated routes.

- Load Bins onto Highland Council Refuse/Recycling Vehicles on designated routes.
- To provide supervision of the crew working from your vehicle.
- The collection of refuse within a round and the necessary tipping; transporting of waste.
- Collection and safe disposal of Fridges etc □ Manual lifting of bulky items etc.
- Deliver/Uplift Wheeled bins, litterbins, recycling bins & boxes.
- Deliver advisory leaflets
- The removal and appropriate disposal of illegal dumping and other street cleansing activity.
- Uplift dead animals/birds/mammals
- When in contact with the general public all employees are required to be helpful and courteous at all times.
- Any other work as directed by your Foreman.

Other Duties:

The postholder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

3. Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have. For example: seasonal compressed hours
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 27 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers contribution of 19.5%
- Option to join Salary Sacrifice Shared Cost AVC scheme
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

If you are interested in working for Highland Council and being part of a team providing a first-class service please view the job description and person specification and then apply online.



4. Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. LGV Driving Licence is essential
2. CPC Driver Card qualification
3. Awareness of Health & Safety within a working environment
4. Ability to work as part of a team
5. Ability to communicate effectively
6. General Mechanical Knowledge, although not essential
7. Manual Handling, although not essential, training will be given
8. Good general Education
9. Flexible working attitude and be willing to learn

5. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council

Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.



