



JOB DESCRIPTION &

POSITION DETAILS

Job Title:	Street Sweeper Driver
Department:	Neighbourhood services
Salary/NJC Scale range 1-4:	£17,842 - £18,933 per annum (<i>pro-rata</i>)
Hours of work:	Minimum 18.5 hours (Wednesday-Friday) <i>with requirements to work weekends and/or evenings</i>
Status:	12 months fixed term
Responsible to:	Neighbourhood Services Officer

Contacts: The post holder should expect to have contact with:

- Town Council Councillors and employees
- members of the public
- project and community representatives
- contractors, suppliers,
- other Council service users

The main purpose of the role is to:

To drive a street sweeper for Trowbridge Town Council, working as part of the Neighbourhood Services team. To uphold professionalism while carrying out these duties in public spaces at all times.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue. Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.



Key Tasks & Accountabilities:

- General repairs, cleaning and maintenance of the Town Council's property, plant and equipment to include: tools, equipment and the service yard
- Under the direction of the Neighbourhood Services Officer, at times be responsible for the care and maintenance of recreational areas including weeding and detritus cleaning using appropriate equipment provided
- Assist in clearing and gritting footpaths during the winter period within the town park and town centre
- Assist the Neighbourhood Services Officer with general tasks (public and Councillor street scene reports)
- To drive and be responsible for the Town Council's fleet vehicles
- The responsibility for the smooth running of the Town Council is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with or take on additional duties and responsibilities, which are in line with your grade.
- To accept personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.

The post holder will, on occasions, be:

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- requested to attend meetings or assist with town events which may fall at evenings or weekends
- expected to undertake any other duties which it would be reasonable for the Town Council to ask as part of the role
- This job description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments



	Essential	Desirable
Qualifications & Training	Minimum GCSE or equivalent Full UK Driving Licence	NVQ Horticulture or equivalent First Aid Training Manual Handling
Experience	Experience of working in a similar environment	Health & safety operating procedures Experience working in a public facing role
Knowledge & Understanding	General maintenance and good knowledge of tools and their uses Highway Code	Local Government The Environment Act 1995
Skills & Aptitude	Able to communicate effectively verbally with a wide range of people Able to organise workload effectively and on own initiative Ability to work as a team Willingness to learn	Outgoing Self-starter Flexible approach to working Be physically fit and able to lift equipment