



## Role Profile

Waste Driver (HGV)

*Service Delivery – Waste & Recycling Collections*

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|----------------------------------------------------------------------|-------------------------------------------------------|
| <b>Role Profile:</b> Waste Driver (HGV)                              | <b>Role Profile Number:</b> SBC_10070                 |
| <b>Directorate:</b> Service Delivery – Waste & Recycling Collections | <b>Reporting to:</b> Waste & Recycling Waste Officers |
| <b>Grade:</b><br>CFL 3                                               | <b>Date Prepared:</b> 11/09/2026                      |

## Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

**We SEE** – people, not problems – and stay curious to understand their story.

**We HEAR** – each other and the people we serve

**We CARE** – about our colleagues, our residents and our community

**We ACT** – with integrity, accountability and purpose

**We LEARN** – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

## The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



**Purpose:**

To maintain a high standard in the collection of waste and recycling across Swindon Borough Council.

**Key responsibilities and accountabilities:****Key Accountabilities:**

- Drive and be responsible for the allocated vehicles. Duties will include vehicle checks, required routine maintenance (oil and water) and cleaning (using wash bay). Transport goods equipment and personnel. Assisting in the loading and unloading of the vehicle when necessary and completion of associated paperwork.
- Complete and return all relevant paperwork daily to supervisor and report non collection and reasons.
- Update any in-cab technology with non-collection and reasons.
- Collect waste from streets / roads on each day and in the order specified by the schedule, (under certain circumstances the order may need to be changed to accommodate unforeseen occurrences). Ensure all waste is collected. Load vehicle in a considerate, safe and proper manner to health and safety procedures.
- Ensure crews collect assisted collections on stated days.
- Update property information.
- Report any accident damage, or near miss to property, persons, the vehicle and / or containers as soon as possible.
- Where applicable, complete tachograph record book and check it is correct.
- Drivers are responsible for the supervision of the team and vehicle.
- To demonstrate skills to new starters and temporary workers.
- Operate vehicle machinery in the manner it was intended, observing and carrying out all safety regulations / procedures.
- Ensure that any identified personal training needs are discussed with immediate supervisor.
- To maintain the highest level in customer care in line with service standards and have responsibility for the behavior of the crew.
- Maintain complete customer care whilst collecting and ensure all gates are closed and any spillage is cleared up and bins/boxes are returned to the position where they were collected.
- Duties may entail working outside normal working hours, including weekends and bank holidays for which the appropriate allowance will be paid.
- To be aware of the well being of members of the public, other highway users, pedestrians, cyclists, children, other team members.

**Supplementary Accountabilities:**

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself

or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

**Potential Risks:**

- Potential for exposure to needles aggression, injury, disagreeable or unpleasant hazards.
- The use of PPE, Health and Safety.

**Decision Making:**

- Is empowered to make daily decisions within a structured process.
- Identifying different acceptable materials.

|                                          |       |
|------------------------------------------|-------|
| <b>Number and types of jobs managed:</b> | N/A   |
| <b>Budget Holder:</b>                    | No    |
| <b>Budget Value:</b>                     | N/A   |
| <b>Asset Responsibility:</b>             | £150K |

**PERSON SPECIFICATION**

| <b>Qualifications:</b>                                                                                                       | <b>Essential or Desirable</b> |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <ul style="list-style-type: none"> <li>• Holds a current HGV Licence</li> </ul>                                              | E                             |
| <ul style="list-style-type: none"> <li>• NVQ Level 2 in waste management or equivalent, or ability to work toward</li> </ul> | D                             |
| <b>Knowledge and Experience:</b>                                                                                             |                               |
| <ul style="list-style-type: none"> <li>• Exeprience of driving refuse/recycling vehicles</li> </ul>                          | E                             |
| <ul style="list-style-type: none"> <li>• Experience of collecting and recycling waste materials</li> </ul>                   | E                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <ul style="list-style-type: none"> <li>• Experience of completing daily log sheets and tachograph/books</li> <li>• Appreciation and understanding of Health &amp; Safety</li> <li>• Experience of driving in and around the Swindon Borough</li> </ul>                                                                                                                                                                     | D<br><br>E<br><br>D |
| <b>Aptitudes, Skills and Competencies:</b>                                                                                                                                                                                                                                                                                                                                                                                 |                     |
| <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to operate electronic ICT systems</li> <li>• Excellent Communication skills</li> </ul>                                                                                                                                                                                                                                       | E<br><br>D<br><br>D |
| <b>Special Conditions of Recruitment:</b>                                                                                                                                                                                                                                                                                                                                                                                  |                     |
| <ul style="list-style-type: none"> <li>• Must be willing and available to work all bank holidays excluding Christmas day and Boxing Day</li> </ul>                                                                                                                                                                                                                                                                         | E                   |
| Able to work in the following environment as a requirement for the role: <ul style="list-style-type: none"> <li>• Outside and internal works.</li> <li>• Working in unpleasant conditions (cold, heat, rain, ice, snow)</li> <li>• Hazardous Conditions will exist at times.</li> <li>• Early Morning start working in dark</li> <li>• Working outside of normal working hours maybe required as work dictates.</li> </ul> | E                   |

#### Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.