

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Title:</b>	Waste Management Driver Loader
<b>Service Area:</b>	Neighbourhood Services
<b>Reports to:</b>	Neighbourhood Services Supervisor (Refuse & Recycling)
<b>Scale:</b>	4

### Overall Purpose of the Service

- To collect waste safely and efficiently
- To represent Blaby District Council in a professional and courteous manner
- To provide a clean and sustainable environment in which to live and work

### Overall Purpose of Job

- To assist the Neighbourhood Services management team in ensuring that the day to day provision of the Refuse and Recycling Collection service is delivered in accordance with its business objectives.

### Guiding Organisational Principles

Leading “brilliantly”  
 Being accountable  
 Being in Work  
 Doing what matters for the customer  
 Doing what matters for staff  
 Designing against demand  
 Doing value work  
 Reducing waste

	Key Roles, Tasks and Responsibilities
1.	To drive a Refuse/Recycling vehicle supplied by the Authority in order to carry out designated duties.
2.	To supervise the Loaders within your crew.
3.	To ensure that all defects are recorded and reported to the garage.
4.	To ensure that all legal paperwork relating to your responsibilities under the ‘O’ licence operation is completed on time and to the required standard.
5.	To assist in the loading of refuse and recycling vehicles, whether domestic, trade refuse or Bulky collections.
6.	To carry out the work in a safe manner with regard for members of the public and other crew members and to project a positive and professional image of Blaby District Council at all times.
7.	To familiarise yourself with all relevant Safe Methods of Operation relating to the particular tasks with which you have been assigned and to implement them accordingly.
8.	Completing Daily Vehicle Defects sheet for all vehicles issued or taken over.
9.	Be responsible for ensuring that the vehicle safety folder, hard hat, extinguisher and first aid kit are available within the vehicle each working day and report any missing/defective items to your supervisor.
10.	To complete all assigned duties to the satisfaction of the Environmental Supervisor
11.	Report all bins not presented, contamination, side refuse and overloaded bins or at the earliest opportunity to the Environmental Supervisor.
12.	Reporting broken or damaged bins found on the rounds.

## JOB DESCRIPTION and PERSON SPECIFICATION

13.	To familiarise yourself and comply with all Site Safety Instructions relating to all Landfill sites, waste transfer stations and Recycling Merchant sites.
14.	To assist in the delivery of leaflets/sacks etc when directed.
15.	To observe rest breaks in line with the EU Working Time Directive and The Drivers Hours (Goods Vehicle) (Modifications) order 1986.
16.	To assist the Environmental Maintenance Team when required to achieve their objectives.
17.	PPE inspection of crew on a daily basis, reporting damage and loss as appropriate to line manager.
18.	You will be expected to undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required.
19.	To be familiar with and at all times comply with <ul style="list-style-type: none"> <li>• the Council's general health and safety policy,</li> <li>• the Council's specific health &amp; safety policies and procedures as detailed in the Council health and safety policy documents, and</li> <li>• local department specific health and safety procedures</li> </ul> as amended or added to from time to time.
20.	To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
21.	To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
22.	To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
23.	To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.
24.	To operate fully the practice of <i>group task and finish</i> across the waste collection service for refuse, recycling, and compost collections whereby all crews regardless of whether on refuse, recycling, or compost will be required to assist other rounds once they've completed their individual daily task/round.  No crew will be deemed to have completed their working day until the driver (or nominated loader) has confirmed with a Supervisor that all rounds have been completed and the request to come back to the depot has been approved.
25.	All collection staff are required to start and finish their working day at the depot. Any exceptions to this must be agreed and approved by a Supervisor or Manager.
26.	Driver-Loader must supervise the Loaders on their round. This includes the responsibility for their health, safety, performance, conduct, and welfare. (For example, ensuring the correct PPE and uniform is worn, explaining the role of the reversing assistant including establishing correct hand signals, and responsibility for completing the rounds daily tasks).
27.	All driver-loaders and loaders will be required to rotate between rounds as required between every 12-18 months
28.	Driver-Loaders to undertake occasional loading duties when required (i.e. at times when there is a surplus of driver/loaders).
29.	In addition to the requirement to work Good Friday and 4 x Saturdays when a bank holiday Monday falls; there is an additional requirement to work 3 x Saturdays that fall either side of the Christmas Day, Boxing Day, and New Years Day bank holidays. Any

	<p>concessionary day entitlement will be added to the staff members annual leave entitlement for those staff that work it.</p> <p>These days will be treated as a normal working day for absence purposes. For example, staff requiring time off will need to submit an annual leave request that will need to be approved.</p> <p>All Saturday work will continue to be paid at time and a half.</p> <p>A letter from a GP will be required for any incidents (or length) of sickness absence during this period and the cost will be refunded upon a receipt.</p> <p>Staff will be consulted on proposed Xmas collection arrangements as early as possible each year.</p>
30.	<p><b>Overtime payments:</b> The task is daily which means the task has to be completed even if it means working beyond the standard hours for that day. Any overtime accrued is calculated on a weekly basis and only paid after 37 hours have been worked in that week.</p>
31.	<p>Driver-loaders are responsible for cleaning the outside body of the vehicle on a weekly basis as part of normal duties to be carried out within normal working hours.</p> <p>Loaders will be responsible for keeping the inside of the cab clean and tidy as part of normal duties.</p>

	<p><b>Health and Safety Responsibilities -</b></p> <p>To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time.</p> <p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.</p>
--	--

	<p><b>Emergency Planning/Response Responsibilities</b></p> <p>To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents</p>
--	---

<b>Job Description Details</b>	
Reviewed by:	Murray Warburton / Nick Warren, L Clements, P Coates
Latest Version Date:	May 2018

## **PERSON SPECIFICATION**

Job Title                                      Waste Management Driver/Loader

Division                                        Neighbourhood Services

Date completed                              May 2018

Completed by                                 Murray Warburton / Nick Warren

<b>Criteria</b>	<b>Essential (E)/ Desirable (D)</b>	<b>Method of Assessment (see overleaf)</b>
<b><u>Knowledge</u></b>		
Knowledge of Blaby District	D	4
Safe working methods on landfill sites	D	4
An understanding of health & safety legislation (including manual handling) and Road Traffic Regulations	E	3,4
<b><u>Skills/Abilities</u></b>		
Must be able to push wheeled bins and lift container/bulky items of household waste	E	3,4
Ability to work alone with minimal supervision and also as part of a team	E	3,4
Good communication skills with customers and colleagues	E	3,4
To follow existing planned routes	E	3,4
To meet deadlines	E	3,4
Ability to demonstrate map reading	E	3,4
<b><u>Experience</u></b>		
Providing services to the public	D	3,4
Working in teams	D	3,4
Experience of supervising others	E	3,4

Criteria	Essential (E)/ Desirable (D)	Method of Assessment
<p><b><u>Qualifications/Training</u></b></p> <p>Class 2 large goods vehicle licence (suitable to drive refuse collection vehicles up to 26 tonnes)</p> <p>NVQ I or II in Refuse Collection</p> <p>CPC</p>	<p>E</p> <p>D</p> <p>E</p>	<p>2,3,5</p> <p>3,5</p> <p>3,5</p>
<p><b><u>Other</u></b></p> <p>Flexible attitude towards working additional hours as required</p> <p>Requirement to work Good Friday and Saturdays (when a bank holiday occurs)</p> <p>Must be prepared to wear issued personal protective clothing and ID badge</p> <p>Willing to undergo further training</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>3,4</p> <p>3,4</p> <p>3,4</p> <p>3,4</p>

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence