

**RIBBLE VALLEY BOROUGH COUNCIL  
COMMUNITY SERVICES DEPARTMENT**

**JOB DESCRIPTION**

- 1. JOB TITLE:** Loader (Waste Paper and Refuse Collection)
- 2. REFERENCE NO:** COM693
- 3. SALARY SCALE:** Scale 3 (scp 5–6) £19,312 To £19,698 per annum
- 4. RESPONSIBLE TO:** Refuse and Transport Manager
- 5. JOB PURPOSE:** To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.
- 6. MAIN DUTIES:**
  - 6.1** To work in close co-operation with other employees within your team to ensure that all work and duties are carried out diligently, conscientiously and to a specified standard as instructed by supervisory staff including contributing to the successful operation of the group task and finish.
  - 6.2** To assist in the provision of an efficient and effective refuse collection and recycling service in the removal of domestic waste, recyclable waste, commercial waste, bulky items and the emptying of litterbins from a variety of locations (ie domestic, households, businesses, schools, farms etc).
  - 6.3** To ensure that the team completes all the daily work in accordance with the time, quality and specified standards of the Refuse Collection and Recycling Service Level Agreement that may be amended from time to time with the mutual agreement of Management and the recognised Trades Union.
  - 6.4** To issue plastic sacks to households as directed that are not provided with wheeled bins, ensuring that they are left secured in a safe and reasonable manner.
  - 6.5** At all times to adhere to and comply with the Council's Health and Safety Policy and the regulations of the Health and Safety at Work Act 1974 which includes Manual Handling and the wearing of Personal Protective Equipment.
  - 6.6** To ensure that plant, machinery and equipment you use is operated in accordance with the manufacturer's guidelines, reporting all faults to the driver immediately, as set out in the Council's reporting procedures.
  - 6.7** To follow the Council's reporting procedures in connection with the collection rounds, special collections, missed collections, sickness absence, accidents, annual leave, and vehicle defects etc. Such procedures to be completed in a timely fashion and in any event no later than the end of the actual working day.

- 6.8 To at all times assist the driver in manoeuvring the vehicle whilst reversing and in other physically or visually restricted or difficult areas.
- 6.9 If LGV qualified, in exceptional circumstances, be expected to drive and manage in a proper and professional manner, a refuse collection or other vehicle provided for the completion of the service.
- 6.10 To act upon instructions from the Refuse and Transport Manager, the Foreman and the driver in respect of missed collection and other such activities so as to ensure compliance with the specified service standards.
- 6.11 To maintain a good attitude and courteous manner to members of your team and members of the public.
- 6.12 To be responsible for ensuring the data quality of all information related to the duties of the post.
- 6.13 To adhere to the Council's policies including Equal Opportunities and Health and Safety and act in accordance with the Staff Handbook and the Driver's Handbook.
- 6.14 Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.**

Signed (Post Holder): \_\_\_\_\_ Dated: \_\_\_\_\_

Signed (Head of Service): \_\_\_\_\_ Dated: \_\_\_\_\_