



## Job Description

Service:	Environmental and Community Services
Job title:	Refuse / Recycling Driver Loader
Grade:	D
Hours of work:	37 Hours Weekly
Responsible to:	Driver Team Leader / Assistant Manager

### **Purpose of Post:**

When acting as Refuse / Recycling Driver to lead the daily delivery of a collection round including driving a collection vehicle, (carrying out daily maintenance checks and being the responsible person for the vehicle); direction of the team working on the collection round; resolving issues and problems to ensure service delivery on the round; and reporting relevant issues to the relevant Assistant Manager.

When acting as Refuse / Recycling loader, to load waste onto the collection vehicle in accordance with safe working practices.

**Key Deliverables:**

1. Organising the crew for a defined collection round. Advising on work to be completed and the operating policies to be complied with, answering queries and liaising with the Assistant Manager.
2. Responsible for the conduct of all crew members, bringing any matters of concern to the Assistant Manager.
3. Ensuring the crew members follow safe working practices in their day to day activities.
4. Ensuring all activities of the crew are carried out using safe working practices in accordance with health and safety policies and reporting any issues to the Assistant Manager
5. Ensure the crew members are wearing the correct PPE and reporting any issues immediately to the Assistant Manager.
6. Ensuring the round is operated in line with the requirements of the Council's Operators licence, e.g. breaks taken, daily vehicle checks undertaken, defects reported, vehicles are not overloaded.
7. Carrying out maintenance and checks on the allocated vehicle and reporting any defects.
8. Collecting all forms of domestic and commercial refuse and/or recycling from any location as directed and clearance of spillages associated with the collection activities. Ensuring the allocated round is completed, returning to areas where collection was not possible first time before leaving the area to attempt collection.
9. Receiving instructions regarding exempt collections, special arrangements and specific collection points and ensuring these are carried out.
10. Ensuring that all bins on the relevant round are emptied in accordance with Council policy and completing the recovery of missed bins within the operating day unless otherwise agreed with the Assistant Manager. Ensuring any bins that are not collected are rejected in line with the Council's policies.
11. Emptying of litter bins within specified areas.
12. Providing advice, direction and on the job training for agency workers and new employees.
13. Assisting with loading refuse onto the vehicle when peak workloads are being encountered (e.g. where there are a large number of bins at a collection point).
14. Providing assistance to other crews either on the same collection service or

another when directed.

15. Ensuring any issues encountered on the round are reported either immediately or at the end of the working day depending on the seriousness of the problem.

16. Responding to queries from members of the public and Call Centre and providing

advice and information or directing them to the appropriate place to obtain the information they require.

17. Reporting accidents and incidents for the crew as they occur and completing relevant paperwork.

18. Maintaining records as required but specifically the daily work completion record to confirm completion of the daily work schedule to the specified service standards frequent.

19. Undertaking delivery, collection and replacement of wheeled bins to new properties including loading and removal of bins onto vehicle in a safe manner and delivering appropriate information; and unloading bins following delivery from the manufacturer.

20. Undertaking delivery of sacks to houses, arranging delivery schedule, load bags

onto the vehicle and delivery.

21. Undertaking the delivery of promotional material relevant to the service when required.

22. Delivery and collection of a range of items for other service areas of the Council e.g. wheeled bins for events, caged bins, polling screens, tables etc.

23. Collection of clinical waste from properties across the District and completion of relevant paperwork.

24. Undertake any other duties appropriate to the skill and ability level of the post as directed from time to time.

#### **When acting as Refuse / Recycling Loader**

1. The collection of all forms of domestic and commercial refuse and / or recycling from any location as directed in wheeled bins, bags, boxes or other suitable containers.


2. Safe operation of the bin lift and other equipment on the vehicle, following safe working practices. Notifying the Driver of any issues with the bin lift.

3. Assisting the driver in carrying out daily defect checks, identifying any issue with the vehicle when out on the round and notifying the driver.

4. Carry out collections in a neat and tidy manner ensuring spillages are cleaned up at the time of collection.

5. Collection of bulky items from properties as directed.
6. Delivery and collection of new and replacement wheeled bins to properties as directed, ensuring relevant information is left with the bin and they are left in a safe location for the resident.
7. The delivery of new sacks as directed.
8. Assisting when required with vehicle manoeuvring both during collection operations and at the point of vehicle discharge.
9. To follow instructions given by the Team Leader / Refuse Recycling Driver Loader when on the collection round.
10. Responding to queries from members of the public and providing advice and information or directing them to the appropriate place to obtain the information they require.
11. Following the councils waste collection policies for the emptying and rejection of bins, including ensuring the correct notifications have been left for householders on the bin/sack and paperwork is completed.
12. Attach to the bin a range of publicity material such as leaflets or hangers relating to the waste collection service when required.
13. Emptying of litter bins as instructed, replacing bin liners, ensuring bins are locked once emptied.
14. Assist other crew members, providing advice and direction particularly to new employees and agency workers.
15. Reporting near misses, accidents and incidents as they occur.
16. Maintaining records as required.
17. Conduct all duties in a safe and proper manner, as defined in the Risk Assessments and Safe Working Practices.
18. Undertake any other duties appropriate to the skill and ability level of the post as directed from time to time.

<p><b>Knowledge and Qualifications</b></p>	<p>Category C driving licence Driver Qualification Card (35 hours Driver CPC)</p> <p>Judgements and decisions required in determining what is or is not to be removed and collected. Ability to undertake assessment of the risks when manoeuvring vehicles and take appropriate action to ensure the safety of the crew and public. Able to undertake decisions on personal safety and safety of members of the public when collecting refuse and recycling. High degree of awareness needed of the dangers associated with working continually in close proximity to the highway. High degree of awareness in respect of personal health and safety in relation to manual handling, sharps, dangerous materials and substances etc. Good written and verbal communication skills</p>
<p><b>Skills and Abilities</b></p>	<p>Must be physically fit, able to move bags or wheeled bins for the working day, walk for a number of miles per day. Able to work as part of a team Requirement to be literate and numerate in order to accept work instructions and complete necessary work documentation. Experience of supervising a small number of staff.</p>
<p><b>Decision Making and Impact on Others</b></p>	<p>Makes and communicates clear decisions</p> <ul style="list-style-type: none"> <li>• Makes effective decisions under time pressure</li> <li>• Balances risks and benefits of various options and decisions</li> <li>• Makes unpopular decisions where necessary</li> <li>• Takes responsibility for the outcomes and impact of their decisions and those they delegate</li> <li>• Considers all relevant data when making decisions</li> </ul>

<p><b>Communication with Internal and External Customers</b></p>	<p>Develops and maintains productive relationships with internal and external customers</p> <ul style="list-style-type: none"> <li>• Explores the customer’s situation with them to develop a fuller understanding of the underlying need</li> <li>• Delivers what they have agreed with the customer</li> <li>• Takes action to exceed customer expectations</li> <li>• Advocates customer satisfaction as a key value for themselves and the council</li> <li>• Deals effectively with dissatisfied customers</li> </ul>
<p><b>Personal Attributes and Other Requirements</b></p>	<p>Sets clear direction for others</p> <ul style="list-style-type: none"> <li>• Delegates work appropriately and fairly</li> <li>• Supports and motivates others, encouraging them to achieve their goals, in alignment with</li> </ul>
<p><b>HDC values</b></p>  <p>icare</p>	<p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people’s differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



## **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children