

Post Title:	Waste Management Loader
Department:	Neighbourhood & Assets Services
Reports to:	Neighbourhood Services Supervisor (Refuse & Recycling)
Scale:	2

Overall Purpose of the Service

- To collect Blaby customers waste in a safe and efficient manner
- To remove unwanted waste and to keep the district clean.
- 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.

Key Roles, Tasks and Responsibilities

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1.	To assist in the loading of refuse and recycling into collection vehicles, whether domestic, trade or Bulky collections.
2.	To carry out the work in accordance with the service specification and in a safe manner with regard for members of the public and other crew members, projecting a positive and professional image of Blaby District Council at all times.
3.	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.
4.	To inform the refuse driver of any exceptions within the specification e.g. side refuse, contaminated recyclables or bins not presented.
5.	Reporting broken or damaged bins to your driver whilst on the rounds.
6.	Utilise, follow and interact with the 'In-Cab' collection round management device. The system will provide collection round information and, upon instruction from your driver, may require you to update the system with notifications such as those in points 4 and 5, together with the input of regular updates of 'round progress' as and when streets are completed.
7.	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.
8.	You will be expected to assist with any duties undertaken in Neighbourhood Services, eg cleansing and grounds maintenance duties, when required to meet objectives.

9.	<p>To be familiar with and at all times comply with</p> <ul style="list-style-type: none"> • The Council's general health and safety policy • The Council's specific health and safety policies and procedures as detailed in the Council health and safety policy documents, and • Local department specific health and safety procedures as amended or added from time to time.
10.	To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
11.	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.
12.	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.
13.	To ensure anything provided in the interests of health, safety and welfare is not intentionally or recklessly interfered with or misused.
13.	<p>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.</p> <p>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.</p>
14.	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.
15.	All driver-loaders and loaders will be required to rotate between rounds as required between every 12-18 months
16.	<p>In addition to working Good Friday any Saturday working as a consequence of re-scheduling due to public holidays will require all drivers and loaders to be available to work on these days.</p> <p>A limited number of staff consisting of up to 3 drivers and 4 loaders may be granted approval not to work these Saturdays in advance using an appropriate request form that must be authorised by the Supervisor. If a staff member rostered to work the Good Friday or Saturday(s) does not attend work it will be treated as absence that has not been approved and dealt with through the Council's attendance policy.</p> <p>For clarity any unapproved absence on either the Saturday(s) or Good Friday will not accrue occupational sick pay (for that day) and will count towards the staff member's record of absence.</p>

	<p>Any concessionary day entitlement will be added to the staff members annual leave entitlement for those staff that works it.</p> <p>All Saturday working will continue to be paid at time and a half. Staff will be consulted on proposed Xmas collection arrangements as early as June each year.</p>
17.	<p>Overtime payments: 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>
18.	<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. Loaders will be responsible for keeping the inside of the cab clean and tidy as part of normal duties. Loaders will be required to assist the driver with washing the outside of the vehicle as directed by the driver.</p>

Health and Safety Responsibilities -	
	<p>Health and Safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities:</p> <p>To be familiar with and at all times comply with:</p>
1.	<ul style="list-style-type: none"> the Council's general health and safety policy, the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and local department specific health and safety procedures as amended or added to from time to time.
2.	To be responsible for the effective implementation of the Council's Health and Safety Policy and procedures within their Services and report any corporate or significant issues to Director of Operations as the lead officer on Corporate HSW
3.	Further Health & Safety information related to this post will form part of your Contract of Employment

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

Job Description Details	
Reviewed by:	Luke Clements
Latest Version Date:	Oct 2019 (updated with point 6)
Evaluated:	Oct 2019 A1896 (286)

PERSON SPECIFICATION

Job Title Waste Management Loader

Division Neighbourhood & Assets Services

Date completed Oct 2019

Completed by Luke Clements (Waste Operations Manager)

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
Knowledge of Blaby District.	D	3, 4
Safe working methods on landfill sites	D	4
An understanding of health and safety requirements, particularly manual handling	E	3, 4
<u>Skills/Abilities</u>		
Must be able to push wheeled bins and lift container/bulky items of household waste	E	3, 4
Customer care – able to deal with enquiries from the public	E	3, 4
Be capable of selecting relevant options on an 'in-cab' device (iPad) to provide round updates (very similar to using a smart phone).	D	2, 4
<u>Experience</u>		
Providing services to the public	D	3, 4
Working in teams	D	3, 4
Waste Collection	D	3, 4
<u>Qualifications/Training</u>		
NVQ I or II in Refuse Collection	D	3, 5

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Other</u>		
Flexible attitude towards working additional hours as required	E	3, 4
Requirement to work Good Friday and Saturdays (when a bank holiday occurs)	E	3, 4
Must be prepared to wear personal protective clothing and ID badge	E	3, 4
Willing to undergo further training	D	3, 5
Driving Licence	D	3, 5

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