

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Waste Management Driver Loader
Service Area:	Neighbourhood & Assets Services
Reports to:	Neighbourhood Services (Refuse & Recycling)
Scale:	4

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
1.	To drive a Refuse/Recycling vehicle supplied by the Authority in order to carryout 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 accordance with the service specification and 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.	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.
9.	To complete all assigned duties to the satisfaction of the Environmental Supervisor.

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10.	Utilise, follow and interact with the 'In-Cab' collection round management device. The system will provide collection round information and will also require you to input notifications such as bins not presented, contamination, side refuse and overloaded bins, together with regular updates of 'round progress' as and when streets are completed. These tasks can be delegated to Loader's at the Driver's discretion.
11.	Completing Daily Vehicle Defects sheet via the 'In-Cab' collection round management device for all vehicles issued or taken over.
12.	Reporting broken or damaged bins found on the rounds via the 'In-Cab' collection round management device.
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.

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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.	<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 & safety policies and procedures as detailed in the Council health and safety policy documents, and local department specific health and safety procedures <p>as amended or added to from time to time.</p>
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.	<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>
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.	<p>Driver-Loader must supervise the Loaders on their round. This includes the responsibility for their health, safety, performance, conduct, and welfare.</p> <p>(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).</p>
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.	<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</p>

	<p>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.</p> <p>Staff will be consulted on proposed Xmas collection arrangements as early as June each year.</p>
30.	<p>Overtime payments:</p> <p>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>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>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>

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 / Paul Coates
Latest Version Date:	Oct 2019 (updates to points 10, 11, 12)
Evaluation:	Oct 2019 A1897 (467)

PERSON SPECIFICATION

Job Title Waste Management Driver Loader

Division Neighbourhood & Assets Services

Date completed Oct 2019

Completed by Luke Clements / Paul Coates

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
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
<u>Skills/Abilities</u>		
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
Be capable of selecting relevant options on an 'in-cab' device (iPad) to provide round updates (very similar to using a smart phone).	E	2, 3, 4

<u>Experience</u>		
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
<u>Qualifications/Training</u>		
Class 2 large goods vehicle licence (suitable to drive refuse collection vehicles up to 26 tonnes)	E	2,3,5
NVQ I or II in Refuse Collection	D	3,5
CPC	E	3,5
<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 issued personal protective clothing and ID badge	E	3,4
Willing to undergo further training	E	3,4

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