

# RUGBY BOROUGH COUNCIL



## JOB PROFILE

<b>Post No.</b>	50651, 50653-50661, 50667, 50669-50672, 50680-50684, 50689-50694, 50704, 50740-50741
<b>Post Title:</b>	Refuse / Recycling Loader
<b>Unit/Team:</b>	Works Services Unit
<b>Grade:</b>	Grade C
<b>Service:</b>	Operations & Traded Services
<b>Reports to:</b>	Contracts Officer
<b>Issue Date:</b>	May 2022

### PURPOSE OF THE JOB

To collect refuse, green / food waste, dry recyclables from wheeled bins or other specified containers in order to satisfy the requirements of the Council's Domestic Waste Collection Contract and Commercial Waste Collection Service.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 On the direction of the Contracts Officer, carry out the required collection of materials from either domestic or commercial premises in order to satisfy the requirements of the Council's Contracts. These duties include domestic waste collection, household recycling, garden waste collection service and trade waste collection.

### 2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Be courteous when dealing with members of the public.
- 2.2 Ensure compliance with Health and Safety at Work Act and the Council's Safety Policies.
- 2.3 Any other reasonable duties required by the Waste and Transport Manager.
- 2.4. To familiarise yourself and comply with all Site Safety Instructions relating to all landfill sites, waste transfer stations and recycling merchant sites.
- 2.5 To familiarise yourself and comply with all site safety instructions relating to all landfill sites, waste transfer stations and recycling merchant sites.
- 2.6 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.

- 2.7 In the absence of the line manager, to be able to advice on operational matters.
- 2.8 Banksman duties will be required to support in line with Health and Safety requirements

**3. SUPERVISORY RESPONSIBILITIES**

None.

**4. FINANCIAL RESPONSIBILITIES**

None.

**5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 Completing daily vehicle sheets/in cab technical systems i.e. Web Aspex or other digital devices, for all vehicles issued or taken over and ensure that all defects are recorded and reported to the garage.

**6. EXTENT OF PUBLIC CONTACT**

Regular contact during normal working.

**7. WORKING CONDITIONS AND ENVIRONMENT**

- 7.1 Based at Hunters Lane. The post holder will be active externally throughout the Borough.
- 7.2 To cover Bank Holiday and other statutory days collections.

**8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Refuse Recycling Service

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Ability to carry out physical work	E	A,I
Ability to work to laid out specifications.	E	A,I
<b>Other</b>		
Flexible attitude towards working additional hours as required	E	I
Ability to work Bank Holidays and additional statutory days	E	I
Must be prepared to wear issued personal protective clothing and if issued (ID) badge	E	I
Must be prepared to wear issued personal protective clothing and if issued (ID) badge	E	I
A commitment to work within our CAN DO values	E	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D