

Job Details

Job Title:	REFUSE DRIVER/LOADER
Post Number:	POST000135
Directorate:	Environmental and Community Services
Section:	Waste and Recycling Services
Post Grade:	Tier: 5, Grade: D
Responsible to:	Waste Services Supervisor
Responsible for:	N/A

Job Purpose

- Provide a high quality refuse/recycling service to customers by driving refuse/recycling vehicles to facilitate the collection of controlled waste in line with the Council's duty under the Environmental Protection Act 1990.
 - To collect material and assist in the emptying of wheeled bins and other containers.
 - Transport materials to the tip or processing plant as appropriate.
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Main Responsibilities

- To carry out loading and driving duties safely and in accordance with the Road Traffic Act and health and safety requirements including the avoidance of overloading.
- Ensure daily vehicle checks are undertaken to comply with health and safety requirements on the road.
- Drive refuse lorries on collection rounds in a way that observes health and safety and minimises inconvenience to the public.
- Maintain daily records of work undertaken, journeys made and results achieved.
- Ensure refuse collectors are wearing personal protective equipment to minimise the risk of accidents.

Decision making

- Decide on most suitable refuse collection routes to ensure minimal disruption to other road users and members of the public.

Financial Responsibilities

- N/A

Key Contacts / Relationships

- The public.

STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Head of Waste and Fleet Operations**

Date: **February 2010**

Version: **1.0 – 1 April 2013**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: REFUSE DRIVER/LOADER

Post Number: POST000135

EXPERIENCE

Essential Criteria

- Experience of working in a customer-orientated environment. A,I
- Experience of working in a team and on own initiative. A,I

Desirable Criteria

- Experience of refuse and recycling collection systems. A,I
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QUALIFICATIONS

Essential Criteria

- Full HGV Class 2 Driving Licence. A,D

Desirable Criteria

- NVQ Level 2 in Waste Management. A,D
 - Certificate to demonstrate training undertaken in manual handling in general. A,D
 - Certificate to demonstrate training undertaken in use of vehicle bin lift. A,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Basic numeracy and literacy skills. A,I

Desirable Criteria

- Some working knowledge of the legislation, statutory guidance and circulars, relevant to the services provided by the section e.g. legislative requirements relating to overloading of vehicles. A,I
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OTHER REQUIREMENTS

Essential Criteria

- Honesty and integrity and the ability to be supportive to colleagues. A,I
- Commitment to putting the customer first. A,I
- Ability to start work early in the morning and preparedness to work overtime when required to ensure service provision is completed. A,I

- Ability and preparedness to develop further skills where required including structured training courses. A,I
- Good physical health conducive to driving an HGV and to moving full wheeled bins. A,I

Desirable Criteria

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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.1 – December 2024