



Job Description

Refuse & Recycling Driver/Loader

Position Title	Refuse & Recycling Driver/Loader
Directorate	Environment
Service Area	Operational Services
Team	Waste and Recycling
Band	E
Reports to	Deputy Operations Manager Supervisor

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

The post holder will undertake refuse and recycling work within the Borough. Duties will be varied but will include all aspects of refuse and recycling collections as detailed below. The post holder will be expected to work as part of a small team to ensure clean streets and customer service standards are met.

GENERIC DUTIES

To work with colleagues to achieve service plan objectives/targets.

To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.

Apply and actively promote the principles of the Organisation's Equality, Diversity and Inclusion Policy in all areas of employment and service delivery.

To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.

At the discretion of the Line Manager, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

DUTIES AND RESPONSIBILITIES

To take responsibility for your vehicle, following road traffic laws and Council safety policies at all times. In addition, ensuring all daily checks are completed and faults reported to the appropriate department.

Manoeuvring the vehicle ensuring the safety of your colleagues and members of the public always and to seek assistance from your team members whenever reversing.

To ensure all operations are undertaken in accordance with Health & Safety Policy and procedures.

To take responsibility for the collection route ensuring completion and reporting any issues that may occur to the line manager.

To act as the 'Team Leader', as and when required and be responsible for the team ensuring all Health and Safety policies are followed, and the correct Personal Protective Equipment (PPE) is worn at all times whilst on duty by yourself and the team.

To participate in any training and development activities identified relevant to your role.

Ensure the delivery of the highest standards of customer services.

To participate and contribute to the delivery of excellent services to the residents of Brentwood.

To contribute to the collections for the bulky waste collection service, one off loads, and special collections.

To provide and maintain effective working relationships and communications, both within the Council and with members of the public, and to be always courteous.

Follow any instructions with regards to any special arrangements/requests for collections and report any amendments/omissions to your Line Manager.

You will be required to work overtime for rescheduled collections due to Bank Holidays, severe weather, national strikes, or any other unforeseen disruption.

You will be required to work on most Bank Holidays to suit the needs of the waste collection service or any other service to which you are deployed.

To provide and maintain effective working relationships and communications, both within the Council and with members of the public, and to be always courteous.

To work closely with the Service Supervisors to ensure the appropriate level of service is always delivered.

To undertake any other duties to ensure service delivery is achieved as directed by the Line Manager and to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.

PERSON SPECIFICATION

Position Title:	Refuse & Recycling Driver/Loader	Date Reviewed:	December 2023
Service:	Operational Services	Band:	E

Method of Assessment: AF: Application Form
 T: Testing
 I: Interview

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE			
1.1	In waste collection and recycling	✓		AF/I
1.2	Dealing with members of the public	✓		AF/I
1.3	Supervising a team	✓		AF/I
1.4	Implementing health and safety processes and protocols in a working environment	✓		AF/I
2.	KNOWLEDGE			
2.1	Understanding of the importance of Health and Safety	✓		AF/I
2.2	Geographical knowledge of the Brentwood area	✓		I
2.3	Mechanical aptitude to deliver pre-shift vehicle checks	✓		I
3.	ABILITIES			
3.1	Effective communication to deliver instruction to the crew, management team and members of the public	✓		AF/I
3.2	To work to deadlines while maintaining compliance with health and safety protocol and processes	✓		I
3.3	Administration of paperwork	✓		AF/I
4.	BEHAVIOURS			
4.1	PROFESSIONLISM Behaves in a professional way. This includes personal presentation, respect, respecting and	✓		I

	encouraging diversity, punctuality, and attitude towards others. Adheres to the Organisation's Code of Conduct, acts as a role model, contributing to team cohesion and productivity.			
4.2	PERSONAL QUALITIES Reliable trustworthy and ability to maintain confidentiality at all times	✓		I
4.3	MANAGING PERFORMANCE Takes personal responsibility for delivering an excellent service to meet the needs of internal and external customers.	✓		AF/I
4.4	ADAPTABILITY Able to accept and deal with changing priorities related to both own workload and to the Organisation.	✓		I
4.5	RESPONSIBILITY Takes responsibility for own actions, sets high standards for performance, and shows determination of meet goals.	✓		I
5	EDUCATION, TRAINING AND QUALIFICATIONS			
5.1	Full driving licence with Class C entitlement	✓		AF//T
5.2	Full driving licence with Class C+E entitlement		✓	AF//T
5.3	Driver CPC (Certificate of Professional Competence)	✓		AF/I