

Job Description and Person Specification

Post Title:	Waste Management Loader
Reports to:	Team Leader (Refuse & Recycling)
Scale:	2
Politically Restricted:	No

Overall Purpose

- 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.
- 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 assist in the loading of refuse and recycling into collection vehicles, whether domestic, recycling, compost, food waste, trade or Bulky collections ensuring bins are returned in a neat and tidy manner.
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 understand and follow all relevant Safe Methods of Operation relating to the particular tasks with which you have been assigned and to implement them accordingly. This includes but is not limited to training listed in point 7.
4. To inform the driver and report on the in cab device any exceptions within the specification e.g. non-authorized side waste, contaminated recyclables, bins not presented, and other related non-compliance.
5. Reporting broken, missing, or damaged bins using the in cab device whilst on the rounds. Maintain a stock of bin lugs on the vehicle and be responsible for using initiative to identify any damaged bin lids and undertake any prompt repairs to bin lids arising from missing lugs.
6. To be responsible for fully operating the 'In-Cab' collection round management device from start of day to end of day. The system will provide collection round information and, will require you to update the system together with the input of regular updates of 'round progress' as and when streets are completed. The system will also require you to submit photographic evidence as part of reporting and completing incident logs, and reporting system issues to the back office.

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. For example, reversing assistant training, manual handling, bin lift training, risk assessment refreshers, toolbox talks, systems and device training, and any other work related training.
8. You will be expected to assist with any duties undertaken in Neighbourhood Services; for example, cleansing and grounds maintenance duties, when required to meet objectives.
9. To be familiar with and at all times comply with:

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 and complied with. This includes for example feeding into reviews of risk assessments and feeding back verbally to your driver as part of the process developing suitable route specific risk assessments by team leaders.
13. To ensure anything provided in the interests of health, safety and welfare is not intentionally or recklessly interfered with or misused.
14. To operate fully the practice of group task and finish across the waste collection service for refuse, recycling, compost and food 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.
15. No crew will be deemed to have completed their working day until the driver (or nominated loader) has confirmed with a Team Leader that all rounds have been completed and the request to come back to the depot has been approved.
16. 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 Team Leader or Manager.
17. All Driver/Loaders and Loaders will be required to rotate between rounds as required between every 12-18 months.

18. All drivers and loaders to be available to work on all bank holidays (Good Friday, all bank holiday Mondays and proposed Christmas collection arrangements).

A limited number of staff consisting of up to 3 drivers and 4 loaders may be granted approval not to work these bank holidays (not including Christmas collection arrangements) in advance using an appropriate request form that must be authorised by the Team Leader a staff member rostered to work the Good Friday, all bank holiday Mondays and proposed Christmas collection arrangements does not attend work it will be treated as absence that has not been approved and dealt with through the Council's attendance policy

For clarity:

any unapproved absence on either the Good Friday, all bank holiday Mondays and proposed Christmas collection arrangements will not accrue occupational sick pay (for that day) and will count towards the staff member's record of absence.

All staff working will be asked in advance of the bank holiday if they would like to be paid either double time plus a day off in lieu, or triple time.

For clarity:

triple time is one day for working (this is standard for all employees), one additional day for working on a bank holiday and one additional day for not accruing an annual leave day.

Double time plus a day off in lieu is:

one day for working (this is standard for all employees), one additional day for working on a bank holiday and one additional day's annual leave adding to your annual leave allowance.

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.

19. 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.
20. Loaders will be responsible for keeping the inside of the cab clean and tidy as part of normal duties.
21. Loaders will be required to assist the driver with washing the outside of the vehicle as directed by the driver.
22. To inform and guide any unfamiliar drivers of the most efficient route.
23. To ensure all authorised side waste as determined by Managers and Team Leaders is collected in line with procedures.
24. To assist the driver by undertaking the role of reversing assistant.

25. Be responsible for maintaining the stocks of customer information such as leaflets, stickers, hangers and applying them to the bin to inform customers of any non compliance, date changes, promotions. This includes delivery of the annual collection calendars.
26. Comply with site rules and conditions fully at Blaby's depot and premises or other externally operated disposal facilities including compliance with any load validation requirements.
27. Be responsible for taking and making calls whilst on the round phones provided on the rounds and communicating between driver and back office.

Post Characteristics

- Allowances:** N/A
- On call/emergency situations:** N/A
- Security/safeguarding checks:** None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Safe working methods on landfill sites (3,4*)

An understanding of health and safety requirements, particularly manual handling (3,4*)

Desirable:

Knowledge of Blaby District (3,4*)

Experience

Desirable:

Providing services to the public (3,4*)

Working in teams (3,4*)

Waste Collection (3,4*)

Skills/Abilities

Essential:

Must be able to push wheeled bins and lift container/bulky items of household waste (3,4*)

Customer care – able to deal with enquiries from the public including ability to deal with unhappy customers occasionally and represent the Council positively (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) (3,4*)

Able to work well in small teams and be a team player (3,4*)

Qualifications/Training

Essential:

NVQ I or II in Refuse Collection (3,5*)

Other

Essential:

Flexible attitude towards working additional hours as required (3,4*)

Requirement to work Good Friday and Bank Holiday Mondays (3,4*)

Must be prepared to wear personal protective clothing and ID badge (3,4*)

Willing to undergo further training (3,5*)

Desirable:

Driving Licence (3,5*)

Method of assessment*

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

Job Description and Person Specification details:

Reviewed by: Waste Operations Manager & Group Manager
(Neighbourhood Services)

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