Job Description

Ribble Valley Borough Council
www.ribblevalley.gov.uk

Directorate	Community Services
Service area	Refuse Section

Post details	
Job title	Driver/Loader (Refuse Collection & Recycling)
Post Number	TBC
Vacancy Reference	COM970
Scale	Scale 5 (scp 16-19) £31,525 to £33,119 per annum
Contract	Permanent
Location of work	Salthill Depot
Directly responsible to	Refuse and Workshop Manager
Directly responsible for	-
Hours	37 hours per week
JE Reference	GLPC

Primary purpose and scope of the job

To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.

- To drive and manage a vehicle in a proper and professional manner, and load as necessary in connection with the collection and disposal of household, commercial, recyclable and other wastes, including litterbins waste, throughout the Borough.

- To supervise the work of the other members of the collection team working with you.

- To follow the Council's reporting procedures in connection with the collection rounds, special collections, missed collections, sickness absence, accidents, annual leave, and vehicle defects etc. Such procedures to be completed in a timely fashion and in any event no later than the end of the actual working day.

- To be responsible for the carrying out of daily and weekly safety checks for the vehicle(s) (including daily wash-off) being driven, and to complete the necessary record sheets and ensure that any defects are reported to the Refuse and Workshop Manager in a timely manner and in any event no later than the end of the actual working day.

- To ensure that the collection team work efficiently and effectively at all times carrying out their tasks in a conscientious manner, to the specified standards and frequencies.

- To assist with and support the rollout of food waste collection.

- To ensure that any waste spilt as a result of the collection process is cleaned up immediately and that streets, paths, etc are left in a clean and tidy state.

- To ensure that the collection team completes all the work scheduled for each day and any other work as required by the Refuse and Workshop Manager.

- To report immediately to the Refuse and Workshop Manager using the two-way radio system or other suitable manner any problems that may arise which could affect the carrying out of the service.

- To act upon any instructions from the Refuse and Workshop Manager in respect of the collection of missed bins and other such activities so as to ensure the specified service standards.

- To ensure that members of the team are suitably dressed in their personal protective equipment supplied for work, in accordance with Health & Safety at Work regulations and the terms set out in the Council's Staff Handbook.

- Duties at all times to be undertaken in a safe and proper manner in accordance with general and job specific risk assessments and the Refuse Collection and Recycling Service Level Agreement that may be amended from time to time with the mutual agreement of Management and the Trades Union representative.

- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To adhere to all Council's policies and procedures with regard to performance and behaviour.

- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	-
Role	-
Date Revised	November 2026

Person Specification

Ribble Valley Borough Council
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Note To Applicants

The points that are marked ‘E’ are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked ‘D’ are the desirable requirements that enhance a person's capacity to do the job.

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Service Area	Refuse Section

Criteria

Experience		
Previous work on a refuse collection or similar role.	A/I	D
Dealing with members of the public.	A/I	D
Supervisory role.	A/I	D

Skills and Abilities		
Literate.	A/I	E
Numerate.	A/I	E
Good timekeeper.	A/I	E
Reliable.	A/I	E
Flexibility.	A/I	E
Helpful and courteous manner with customers.	A/I	E

Ability to work as part of a team.	A/I	E
Physically capable of completing repeated:- • Entry and exits of a refuse collection vehicle cab or pickup type vehicle • The manoeuvring of loaded wheeled bins • Manual pushing, lifting and carrying tasks • Long periods of “being on your feet”	A/I	E
Good working knowledge of the Borough.	A/I	D

Education, Qualifications and Knowledge		
LGV category C (formerly HGV class 2).	C	E
Evidence of current CPC Training.	C	D
Commitment to ongoing CPC Driver Training.	A/I	E

Other requirements		
	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	-
Role	-
Date Revised	August 2023