Gravesham Borough Council

|  |  |
| --- | --- |
| Division: | Finance and Environment |
|  |  |
| Department: | Waste Management |
|  |  |
| Post Title: | Refuse/ Recycling Loader |
|  |  |
| Grade: | 1/2 |
|  |  |
| Hours |  |
|  |  |
| Responsible to: | Assistant Waste Manager |

**Job Description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

**Job summary**

The postholder will be assisting in the collecting of refuse/recycling from households within the borough. It is essential the postholder provides a high quality service and flexibility to carryout other duties within waste management.

**Main responsibilities**

To undertake refuse/recycling collection from all properties listed on route schedule.

To maintain a good service to the public at all times including:

* Cleaning up any spillages from refuse/recycling sacks, leaving the street clear of rubbish, this includes the collection of bulky furniture.
* Avoiding damage to property and injury to persons.
* To behave appropriately and represent the council at all times.
* To deal courteously with the public.
* Avoiding any acceptance of liability, personally or on behalf of the council.

To assist the driver whilst reversing or manoeuvring, by acting as a banks person, by using appropriate hand or spoke instructions, for which training will be provided.

Instructing any new drivers on the route to be taken.

To assist in the instruction of new or agency Loaders, reporting any concerns or issues to the HGV Driver or Assistant Waste Manager, particularly associated with Health and Safety.

To deal appropriately with the public over any queries arising from refuse/recycling services.

To advise the public on any change to collection dates (bank hols etc) and raise awareness of good practice such as not putting bags out to early etc.

To promote refuse/recycling initiatives with the public, acting as a champion and first point of contact.

To work as a team to ensure completion of each day’s scheduled work. This may mean going back out to help other crews.

To execute workmanship to a high standard and ensure it is carried out in strict compliance with the Health and Safety at Work Act, and any other relevant legislation covering safety in the workplace for self and others.

Plan and organise the work, materials and equipment according to priorities, the size and complexity of the job, the need to minimise travel and other non-productive time, and the need to keep scheduled appointments.

Provide supervision and guidance to work experience/ apprentices as and when required.

To keep supervisory staff aware of progress and problems in a timely manner.

To carry out gritting, salt spreading and snow clearing, as necessary, during bad weather.

**In addition to the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with the postholders grade to achieve the objectives of the department and Directorate. This is particularly important if the refuse service is suspended due to bad weather or any other reason.**

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred which disrupts the council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation.

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA.

A commitment to excellent customer service and the values of the Council.

**GRAVESHAM BOROUGH COUNCIL**

**CANDIDATE SPECIFICATION**

|  |  |
| --- | --- |
| POST : Refuse/Recycling Loader | POST No. |

|  |  |  |
| --- | --- | --- |
| CHARACTERISTIC | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | Ability to work with minimum supervision.  Ability to prioritise work load.  Ability to deal politely and courteously with members of the public.  Good communication skills.  Ability to work to set rounds, deadlines and targets. |  |
| **KNOWLEDGE**  (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Some knowledge of safe working practices with regard to refuse/ recycling collection or similar duties.  Road Safety Awareness- awareness needed of the dangers associated with working continually in close proximity to the highway. |  |
| **QUALIFICATION TRAINING**  (Educational/vocational qualifications and other training )  **Verification will be required** |  |  |
| **EXPERIENCE**  (Level and type of previous experience) |  | Experience of collecting refuse/recycling  Experience of manual outdoor work. |
| **QUALITIES**  (Particular qualities necessary to carry out the work, e.g. ability to work under pressure or work co-operatively in a team) | Good Timekeeping  Be flexible in approach to work  Good team player  High degree awareness needed in respect of personal health and safety in relation to manual handling, sharps, dangerous substances and materials (training will also be provided) |  |
| **SPECIAL CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | Uniform as supplied  Wear PPE at all times  Weekend working to catch up after bank holidays or inclement weather  Physical fitness is essential, must be able to undertake heavy lifting, bending, walking for a number of miles per day and carrying heavy objects. | Full Clean Driving Licence |