



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Waste Collection Driver Loader

Grade:

Reports to: Works Supervisor

Responsible for:

Directorate and Service area: Highways and Waste, Waste Collections Team

Purpose of the job

To undertake the collection and disposal of all residual and recycling (including, but not limited to, dry recycling, food waste, green waste and recycling centres) from residential, commercial and industrial premises throughout the district.

Principal responsibilities

1. Responsible for the safe operation and control of any vehicle allocated to them in accordance with Road Traffic Acts and Regulations.
2. Responsible for the vehicle, including daily vehicle checks, recording and reporting defects to the workshop, routine maintenance and cleaning. The postholder should ensure the interior of the vehicle is in a clean and tidy condition. The exterior of the vehicle should be regularly washed down and any build-up of material around the lifting equipment removed. Cleaning will also include the inside of the body to ensure there is not a build up of waste.
3. Ensure that geographically and operationally efficient routing is achieved, following pre-designated route sheets or the Bartec in cab system
4. Maintain tachograph information.
5. Record street and property events (e.g. access problems and contamination) using Bartec or Lock Out Sheets. Report any significant issues to the Enforcement Team.
6. To assist with the collection and loading of waste receptacles as required.
7. To provide a high quality customer focused service at all times.

8. Ensure compliance with Health & Safety requirements at all times and wear Personal Protective Equipment as required.
9. Help to ensure that the daily work of the service is completed on time and to acceptable standards as directed (this may sometimes include overtime).
10. Help clear up any waste spillages which occur during the collection process.
11. Comply with site rules, traffic management plans and instructions at the Depot or Waste Transfer/ Disposal sites.
12. Ensure compliance with company policies, statutory requirements and guidance.
13. To assist with the delivery of collection containers, promotional material and customer guidance information when required.
14. Report to the Supervisor/Manager at the start and end of each working day.
15. Complete paperwork as required, including timesheets, holiday requests, trade collection sheets etc.
16. To attend training as required for the continued development of the post holder.
17. To present a positive image of the services, through tidy appearance, polite and courteous behaviour.
18. To assist in the development of the services through consultation.
19. To support new team members/agency workers allocated to the services.
20. Familiarisation of all service areas as directed.
21. To take responsibility for equipment and clothing in order to assist the service to maintain budgetary control.

General responsibilities applicable to all jobs

1. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is always taken for the health, safety and welfare of yourself and other persons).
2. Support, contribute and comply with quality and governance procedures as directed by the line manager
3. Advise line manager of any issues which prevent the post holder from completing the duties as described above.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
5. To wear the Council's protective uniform correctly and comply with all Health and Safety legislation/regulations, including: safe working practices, risk/COSHH assessments.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Key Knowledge, Skills and Behaviours

- Ability to work outdoors in all weathers.
- Ability to walk, bend, kneel and stand for long periods of time and perform heavy lifting if needed.
- Ability to work weekends on a rota basis.
- A full clean driving licence (Class C), tachograph and up to date Driver CPC qualification.
- Should have a positive attitude to a physically demanding role.
- Ability to work in a team or individual based environment.
- Flexibility and willingness to be involved in all aspects of the operation of the waste service.
- Ability to work well unsupervised, manage time effectively and be self-motivated.
- Must be polite and helpful with the public, representing the Council Values and Behaviours at all times.
- Present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding
- Ensure that all work carried out by you is in line with business and service plans and supports the overall aims and ambition of the Council
- Plan your workload effectively, reporting achievements, and problems to appropriate managers and project leaders
- See tasks and objectives through to completion
- Approach challenges with drive and enthusiasm
- Strive for continuous improvement in your work and manage your learning and development to enable you to perform to the best of your ability
- Create novel solutions to improve services and ways of working and challenge conventional practices
- Be enthusiastic about the Council's services and look for opportunities to promote and sell them
- Take responsibility for managing your time, seeking efficient ways to carry out your work, maximising your output and minimising wastage
- Use and acquire materials effectively and efficiently minimising wastage, recycling where possible, and striving for cost effectiveness
- Demonstrate consideration, and respect for other's feelings and opinions and avoid judging and making assumptions
- Maintain positive working relationships with external contacts in order to maintain the reputation of the Council
- Seek to actively solve problems and avoid passing the issue on to others or leaving the problem unresolved

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Experience of working in an outdoor environment and of undertaking a range of manual tasks.</p> <p>Two years driving experience.</p> <p>Full UK Class C driving licence, tachograph and up to date Driver CPC qualification</p>	<p>Previous experience of driving refuse collection vehicle</p> <p>Previous Customer Care training</p>
Experience and Knowledge	<p>Understanding of Health and Safety systems including manual handling and risk assessments and safe Working Procedures</p> <p>Knowledge of Road Traffic Acts & Regulations</p>	<p>Basic mechanical knowledge</p> <p>Good knowledge of the local area.</p> <p>Knowledge of the basic principles of waste management.</p> <p>Experience of working in a customer facing environment.</p>
Ability and Skills	<p>Ability to work outdoors in all weathers.</p> <p>Physically fit; (job can require walking up to 12 miles per day). Ability to walk, bend, kneel and stand for long periods of time and perform heavy lifting if needed.</p> <p>Positive attitude to a physically demanding role.</p>	<p>Previous experience of working with the public</p> <p>Good communication skills;</p> <p>Customer Care Awareness</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to work solo or in a team environment.</p> <p>Flexibility and willingness to be involved in all aspects of the operation of the collections service.</p> <p>Able to work well unsupervised, manage time effectively and be self-motivated.</p> <p>Be polite and helpful, representing the Council's values and behaviours at all times.</p> <p>Able to complete forms.</p>	
Equal Opportunities	General understanding the equalities requirements in the context of the provision of the waste service.	
Additional Factors	<p>Able to be flexible.</p> <p>Occasional requirement for working on the evenings or weekends or Bank Holidays</p>	