

Job Description

1. Job Title	Driver/Loader (Waste and Recycling)
Service	Parks and Environmental Services
Team	Waste and Recycling
Date Prepared/Revised By	August 2021 Head of Parks and Environmental Services
Post Accountable to	Operations Manager (Waste and Recycling)
Post directly responsible for employees(number of workers)	Direct Supervision: Up to 3 Indirect Supervision:
2. Main Purpose	
<p>To play a key role in the delivery of a safe, reliable and efficient waste and recycling collection service. The postholder will be responsible for waste and recycling loaders, the safe operation of the waste and recycling vehicle and the completion of daily waste and recycling collection rounds. The postholder will undertake waste and recycling collection duties and other related duties in the waste and recycling service under the direction of the operations managers (waste and recycling), acting on their own initiative to ensure the efficient use of resources and completion of work programme.</p>	
3. Key Contacts	
Internal: Senior managers, line managers and work colleagues	
External: General public and liaison with staff at waste disposal points	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Responsible for the safe, efficient and effective operation of waste and recycling collection rounds across the district 2. Responsible for recording information electronically to accurately reflect the day to day operation of waste and recycling rounds (i.e. to record information on in-cab units in the waste and recycling vehicle and report issues on an 'exceptions basis') 3. Responsible for the day to day supervision of refuse loaders whilst working on the vehicle (i.e. to ensure staff are working safely and in line with safe working practice) 4. Responsible for undertaking appropriate checks to assess the road worthiness of HGV vehicles used in the waste and recycling service on a daily basis 5. To ensure all requirements of holding a HGV licence are maintained effectively, undertaking regular professional development when necessary 6. Responsible for effective two-way communication to ensure messages are passed effectively to refuse loaders and to ensure feedback is provided to waste and recycling managers upon request 7. To be flexible and adaptable and undertake duties as instructed by service management, including the waste and recycling operations managers and assistants 	

5. Standard Accountability Statements

Health and Safety:

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibilities (HSR) for your post.

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.

Safeguarding Policy and Procedures

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.

6. Job activities

Main duties and responsibilities relating to accountabilities identified above.

1. Responsible for the safe, efficient and effective operation of waste and recycling collection rounds across the district:-
 - To undertake refuse, recycling, garden, trade or clinical waste collection as directed and other related waste and recycling service operations in accordance with adopted schedules, procedures and policies
 - To undertake the collection/emptying, loading and distribution of waste receptacles (bins, boxes, sacks etc) or other containers as appropriate (e.g. litter bins) from the property or other agreed location
 - To plan the most efficient route around a given area and make suitable attempts to access all locations on a collection round (e.g. second attempts to overcome blocked access etc) and to accurately record where this is not possible. To plan effectively to avoid traffic hotspots and to avoid collecting around schools at peak times
 - Ensure all work packs (daily work) are completed and any queries are raised appropriately with operations managers
2. Responsible for recording information electronically to reflect the day to day operation of waste and recycling rounds (i.e. to record information on in-cab units in the waste and recycling vehicle and report issues on an 'exceptions basis'):-
 - Use the In-cab units to record information regarding the completion of the daily collection round. Street events and premises events should be logged appropriately
 - Events should be recorded on an exceptions basis (e.g. bin/box not out, contamination, heavy bin, side waste presented, damaged container etc)
 - Read and respond to all messages sent to the vehicle by the waste and recycling operations managers in a timely manner
 - Feedback any issues with in-cab units immediately to the waste and recycling operations managers
3. Responsible for the day to day supervision of refuse loaders whilst working on the vehicle (i.e. to ensure staff are working safely and in line with safe working practice):-
 - To take charge and be responsible for the waste and recycling vehicle and the collection team and to ensure the completion of daily work as allocated
 - To hold direct supervisory responsibility for the waste collection team working on the vehicle including issuing instruction, verification of work, organising of work and reversing assistant responsibilities and general co-ordination of the work programme on a day to day basis
 - Comply with rules, regulations and operational practice at any disposal facility used by Harrogate Borough Council
 - Ensure that you and all staff are wearing appropriate PPE for the tasks they are performing (e.g. PPE, hi-viz vests, gloves, boots, hard hats etc)
4. Responsible for undertaking appropriate checks to assess the road worthiness of HGV vehicles used in the waste and recycling service on a daily basis:-
 - Undertake a daily vehicle check to ensure that the waste and recycling vehicle is in a road worthy condition and to ensure that any defects are reported
 - Undertake appropriate driver maintenance of the waste and recycling vehicles which include undertaking daily vehicle checks, reporting of defects, fuelling of vehicle, addition of ad-blue to vehicle, topping up of oil, water and wash when

required and the re-torquing of wheel nuts.

- Undertake cleansing of the waste and recycling vehicles on a weekly basis to ensure the exterior and interior of the refuse vehicle is maintained effectively

5. **To ensure all requirements of holding a HGV licence are maintained effectively**

- Postholder must have a category C (class 2) driving licence. Postholder must have a fully complete Driver Qualification Card (DQC) and be personally responsible for undertaking associated certificate of professional competence (CPC) training as appropriate and to avoid disruption to the service
- Attend training courses as necessary and demonstrate a commitment to keeping up to date with skills and knowledge through self-development
- To drive at all times in a safe and appropriate manner and ensure compliance with road and vehicle speed restrictions and the law
- Complete all necessary documentation as required and to ensure that drivers hours books are completed on a daily basis (or tachographs if appropriate) and signed off by waste and recycling operations managers
- To ensure that vehicles are not overloaded
- Operate vehicles in accordance with relevant legislation, health and safety policies and manufacturer's operating instructions

6. **Responsible for effective two-way communication to ensure messages are passed effectively to refuse loaders and to undertake feedback is provided to waste and recycling managers upon request**

- Use mobile phone (and/or in-cab units) to ensure that any issues are reported to waste and recycling operations managers in a timely manner as appropriate
- Provide and maintain effective working relationships and communications both within the Council and with members of the public and to be courteous at all times
- Communicate any messages effectively to refuse loaders as directed by service managers
- Ensure that toolbox talks, memo's and newsletters are communicated to all team members
- Work with waste and recycling operations managers, back office team and customer services to provide a high quality waste and recycling collection s service
- Participate effectively in the waste service annual appraisals process

7. **To be flexible and adaptable and undertake duties as instructed by waste and recycling operations managers and operations assistant**

- To ensure that all work is completed effectively and ensure that any spillages are cleaned up immediately after they occur
- When not driving, to undertake loading duties and the collection of waste receptacles as appropriate
- There is a requirement to work (i) bank holidays or (ii) the weekend following or preceding a bank holiday, when requested
- To maintain efficient and effective work performance at all times
- To undertake any other duties commensurate with the role