

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b>	Refuse Loader	<b>Group/Department/Service:</b> Local Services, Waste Management		<b>Office Use</b>
<b>Band:</b>	2	<b>Workplace:</b> Waste Management		<b>JE ref:</b> 806
<b>Responsible to:</b>	HGV Driver/Refuse Loader	<b>Date:</b> 24 June 2010	<b>Manager level:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> Contribute to the provision of an efficient and effective refuse collection & recycling service.				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	Shared responsibility for the careful use of the vehicle and allocated tools and equipment.		
	Clients	Duties have a direct impact upon the health and safety of the community.		
<b>Key Duties and responsibilities:</b>				
<p>Individually or as part of a team and under the general direction of senior colleagues:</p> <ol style="list-style-type: none"> <li>1. Provide an efficient and effective refuse collection and recycling service to remove household, industrial and commercial waste producers in accordance with predetermined schedules and Council policy.</li> <li>2. Undertake the collection of clinical waste, emptying dog waste bins and litter bins using an appropriate vehicle and removal of dead animals from the Highway.</li> <li>3. Liaise with service users and members of the public in a courteous and respectful manner and provide advice and information on waste services if requested to do so.</li> <li>4. Ensure the team completes work within the time, quality and specified service standards.</li> <li>5. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</li> <li>6. Ensure that relevant paperwork to record any problems that have been encountered when undertaking collections is completed and copies issued to service users and supervisory staff in accordance with corporate procedures.</li> <li>7. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported.</li> <li>8. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</li> <li>9. Respond to and deal with simple problems referring more complex issues to immediate supervisor.</li> <li>10. Staff will be expected to work across the other frontline Local Services such as Highways and Neighbourhood Services to provide cover to cope with peak service demands, for sickness, holidays, events and to respond to extreme weather conditions and emergencies.</li> </ol> <p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
<b>Work Arrangements</b>				
Physical requirements:	Walking long distances on a daily basis including extensive lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.			
Transport requirements:	Occasional need to travel to other work sites to provide cover or attend training and development courses or meetings if required.			
Working patterns:	Normal working week, Monday to Thursday, with early mornings, occasional evening, weekend, emergency call out work and Bank Holiday working.			
Working conditions:	Working outdoors in all weathers and traffic conditions and in hazardous and unpleasant conditions at waste reception facilities. Daily contact with unpleasant and potentially hazardous waste materials.			

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PERSON SPECIFICATION**

<b>Post Title:</b> Refuse Loader	<b>Group/Department/Service:</b> Local Services, Waste Management	Ref: 806
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service.	NVQ 2 in Waste Management or equivalent An awareness of Health & Safety legislation and its application in the workplace. Accredited training in the use of safe manual handling techniques appropriate to waste services. Accredited training as a Banksman. HGV Driving Licence category C or above.	
<b>Experience</b>		
	Previous relevant experience.	
<b>Skills and competencies</b>		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to manoeuvre bins and operate hydraulics. Specialist skills associated with the operation and maintenance of the hydraulic equipment.		
<b>Physical, mental, emotional and environmental demands</b>		
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Significant contact with service users and the public which can result in some emotional demands. Ability to work outdoors in all weather conditions and in sometimes unpleasant and hazardous environments.		
<b>Motivation</b>		
Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and co-operative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training.	
<b>Other</b>		