

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Refuse Loader/HGV Driver		<b>Group/Department/Service:</b> Local Services, Waste Management		<b>Office Use</b>	
<b>Band:</b> 4		<b>Workplace:</b> Waste Management			JE ref: 805
<b>Responsible to:</b> Refuse Team Leader		<b>Date:</b> 24 June 2010		<b>Manager level:</b>	
<b>Job Purpose:</b> To drive a HGV and load refuse and be responsible for the vehicle and a small team of Refuse Loaders to provide an efficient and effective refuse collection and recycling service.					
<b>Resources</b>	Staff	Small team of Refuse Loaders assigned to the vehicle.			
	Finance	None			
	Physical	Overall responsibility for the careful use and maintenance 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> Individually or as part of a team and under the general direction of senior colleagues:					
<ol style="list-style-type: none"> <li>1. To drive a HG Refuse Vehicle, load refuse and be responsible for a small team of refuse loaders providing overall guidance and motivating staff to achieve service objectives and quality standards.</li> <li>2. Oversee the provision of efficient and effective refuse collection &amp; recycling services in an allocated area to remove household, industrial and commercial waste in accordance with predetermined schedules and Council policy.</li> <li>3. 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>4. Drive and operate a range of specialist vehicles to provide efficient and effective logistical support.</li> <li>5. Complete, or ensure the completion of, all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures.</li> <li>6. Record evidence of non-compliance with legal requirements and submission of paperwork to supervisory staff to facilitate investigations.</li> <li>7. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools.</li> <li>8. 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>9. Ensure the team completes work within the time, quality and specified service standards.</li> <li>10. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</li> <li>11. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</li> <li>12. Be the principal point of contact within the Team to respond to and deal with simple problems, queries or complaints from service users referring more complex issues to the immediate supervisor.</li> <li>13. Carry out routine vehicle driver and equipment operator checks, vehicle washing and routine maintenance in accordance with established procedures.</li> <li>14. Actively participate in service improvement and development projects, where required to do so.</li> <li>15. Staff will be expected to work across the other frontline Local Services such to provide cover to cope with peak service demands, for sickness, holidays, events and to respond to extreme weather conditions and emergencies.</li> </ol>					
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.					
<b>Work Arrangements</b>					
<b>Physical requirements:</b>		Requirement on a daily basis for extensive lifting, pulling and pushing. Need to be able to maintain high levels of concentration for prolonged periods when undertaking collections and remain alert for staff, the public, traffic and other potential hazards.			

Transport requirements:	Need to attend training and development courses, meetings or other work sites within area. Need to travel to alternative depots from the normal operational base to provide cover when required.
Working patterns:	Normal working week, Monday to Thursday, with early mornings, occasional evening, weekend, Bank Holiday and emergency call out work. Work overtime if required to complete collection rounds. Driving regulations apply.
Working conditions:	Operating 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/ HGV Driver	<b>Group/Department/Service:</b> Local Services, Waste Management	Ref: 805
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>HGV Driving Licence category C or above.            Knowledge of the legislation and regulations relating to driving.            An awareness of Health &amp; Safety legislation and its application in the workplace            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.</p>	<p>NVQ 2 in Waste Management or equivalent in an appropriate subject.            Previous experience in a related area of work.</p>	
<b>Experience</b>		
<p>Recent experience of driving large HGV vehicles on a regular basis.            Experience of carrying out vehicle checks.</p>	<p>Experience of refuse collection.</p>	
<b>Skills and competencies</b>		
<p>Able to understand and follow straightforward spoken and written instructions.            Able to keep basic work records.            Ability to drive a variety of heavy goods vehicles.            Specialist skills associated with the operation and maintenance of hydraulic equipment.            Appreciation of safe manual handling techniques.            Able to plan, organise and prioritise resources and staff, including own time.            Good communication skills and able to deal with issues raised by staff and the public in a calm and logical manner.</p>	<p>Appreciation of the role of a Banks-person.            Understanding of the basic legal requirements for the recording of evidence to be used in criminal investigations and enforcement proceedings.            Accredited training in the use of safe manual handling techniques appropriate to waste services.</p>	
<b>Physical, mental, emotional and environmental demands</b>		
<p>Able to cope with the regular high level of physical demands.            Able to maintain general awareness for safe working conditions with long periods of concentration.            Regular contact with service users and the public which results in emotional demands.            Ability to operate outdoors in all weather conditions and in sometimes unpleasant and hazardous environments.            Willingness to appear in court as a witness if required to do so.</p>		
<b>Motivation</b>		
<p>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.</p>	<p>A willingness to undertake job related training.</p>	
<b>Other</b>		