

# **RUGBY BOROUGH COUNCIL**

## **JOB PROFILE**

|                    |  |
|--------------------|--|
| <b>Post No.</b>    | 50638-50642, 50644, 50650, 50652, 50664-50665, 50668, 50673, 50685-50686, 50708, 50742 |
| <b>Post Title:</b> | Refuse/Recycling Driver – LGV (& Sweeper)  |
| <b>Unit/Team:</b>  | Works Services Unit  |
| <b>Grade:</b>      | Grade D  |
| <b>Service:</b>    | Operations & Traded Services   |
| <b>Reports to:</b> | Environmental and Waste Services Officer   |
| <b>Issue Date:</b> | May 2022   |

### **PURPOSE OF THE JOB**

To assist the Environment and Public Realm Management Team in ensuring that the day to day provision of Refuse and Recycling collection service (including Trade Waste) is delivered in accordance with its business objectives.

To undertake street sweeping operations as directed by the Environment and Public Realm Management Team.

To undertake any operations in a safe and efficient manner with regard for members of the public and other crew members and to project a positive image of Rugby Borough Council always.

### **1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To drive a refuse collection vehicle supplied by the Authority to carry out designated duties. These duties include domestic waste collection, household recycling, garden waste collection service and trade waste collection.
- 1.2 Working with the street cleansing team to cleanse designated and highway areas throughout the Borough under the direction of the Environmental and Waste Services Officer.

### **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To assist in the loading of refuse and recycling vehicles, whether domestic, trade waste or bulky waste collections and in the case of more drivers than daily requirements to work as a loader on any collection round.

- 2.2 Ensure compliance with Health and Safety at Work Act and the Council's Safety Policies.
- 2.3 To complete all assigned duties to the satisfaction of Environmental and Waste Services Officer.
- 2.4 Report all bins not presented, contamination (including attaching labels), side refuse and overloaded bins to the Environmental and Waste Services Officer.
- 2.5. To familiarise yourself and comply with all Site Safety Instructions relating to all landfill sites, waste transfer stations and recycling merchant sites.
- 2.6 To assist in the delivery of leaflets / sacks etc. when directed.
- 2.7 You will be expected to undergo designated training sessions as necessary, which may be out of normal working hours and / or at other establishments as may be required.
- 2.8 Any other reasonable duties as requested by your line manager, in line with your skills and knowledge. From time to time, this may include supporting refuse collection operations.
- 2.9 To attend landfill sites for the disposal of residual waste.

### **3. SUPERVISORY RESPONSIBILITIES**

- 3.1 To work as a team with other crew members.
- 3.2 PPE inspection of crew daily, reporting damage and loss as appropriate to your line manager.

### **4. FINANCIAL RESPONSIBILITIES**

None.

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 Completing daily vehicle sheets/in cab technical systems i.e. Web Aspex or other digital devices, for all vehicles issued or taken over and ensure that all defects are recorded and reported to the garage.
- 5.2 To ensure that all legal paperwork relating to your responsibilities under the 'o' Licence operation is completed on time and to the authorised standard.
- 5.3 Be responsible for ensuring that the vehicle safety folder, hard hats, extinguishers and first aid kits are available within the vehicle each working day report any missing / defective items to your supervisor.

## **6. EXTENT OF PUBLIC CONTACT**

The post-holder will have contact with members of the public, officers and other members of staff and shall be courteous always.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

- 7.1 Based at the Works Services Unit, working throughout the Borough.
- 7.2 To observe rest breaks in line with EU Working Time Directive (or any future changes) and The Drivers Hours (Good Vehicle) (Modifications) order 1986.
- 7.3. As directed by the Environmental and Waste Services Officer undertake trade waste collection operations from 5am covering holidays and sickness.
- 7.4 To cover Bank Holiday and other statutory days collections.

## **8. CORPORATE RESPONSIBILITIES**

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: The Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

|                          |
|--------------------------|
| <b>Signed as agreed:</b> |
|--------------------------|

Post holder

Date

## PERSON SPECIFICATION

### Post: Refuse/Recycling Driver – LGV/Sweeper



For effective performance of the duties of the post the post holder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria   | Essential (E)<br>/<br>Desirable (D) | Method of<br>Assessment |
|--|-------------------------------------|-------------------------|
| <b>Knowledge</b>   |                                     |                         |
| An understanding of health and safety legislation (Including manual handling) and Road Traffic Regulations | E                                   | I                       |
| Knowledge of Rugby Borough   | D                                   | I                       |
| Safe working methods on landfill sites   | D                                   | A, I                    |
| <b>Skills / Abilities</b>  |                                     |                         |
| Must be able to push wheeled bins and lift container / bulky waste items of household waste                | E                                   | I                       |
| Ability to work alone with minimal supervision and as part of a team                                       | E                                   | I                       |
| Good communication skills with customers and colleagues  | E                                   | I                       |
| To follow existing planned routes  | E                                   | I                       |
| To meet deadlines  | E                                   | I                       |
| Ability to demonstrate map reading   | E                                   | I, T                    |
| <b>Experience</b>  |                                     |                         |
| Working in teams   | E                                   | A, I                    |
| Providing services to the public   | D                                   | A, I                    |
| Experience of supervising others   | D                                   | A, I                    |
| <b>Qualifications</b>  |                                     |                         |
| Class 2 large goods vehicle licence (suitable to drive refuse collection vehicles up to 26 tonnes)         | E                                   | A, D                    |
| CPC (Driver)   | E                                   | A, D                    |
| NVQ I and II in Refuse Collection  | D                                   | A, D                    |
| <b>Other</b>   |                                     |                         |

|   |   |      |
|---|---|------|
| Flexible attitude towards working additional hours as required                        | E | I    |
| Ability to work Bank Holidays and additional statutory days                           | E | I    |
| Must be prepared to wear issued personal protective clothing and if issued (ID) badge | E | I    |
| A commitment to work within our CAN DO values   | E | A, I |

|  |   |
|--|---|
| Application  | A |
| Interview  | I |
| Test (written, presentation, practical – e.g. word processing) | T |
| References   | R |
| Documentary – e.g. certificates                                | D |