

**RIBBLE VALLEY BOROUGH COUNCIL
COMMUNITY SERVICES DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** Driver/Loader
(Refuse Collection & Recycling)
- 2. REFERENCE NO:** COM589
- 3. SALARY SCALE:** Scale 4 (scp 18–21) £18,070 to £20,138 per annum
- 4. RESPONSIBLE TO:** Refuse Manager
- 5. JOB PURPOSE:** To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.

6. MAIN DUTIES

- 6.1 To drive and manage a vehicle in a proper and professional manner, and load as necessary in connection with the collection and disposal of household, commercial, recyclable and other wastes, including litterbins waste, throughout the Borough.
- 6.2 To supervise the work of the other members of the collection team working with you.
- 6.3 To be responsible for the carrying out of daily and weekly safety checks for the vehicle(s) (including daily wash-off) being driven, and to complete the necessary record sheets and ensure that any defects are reported to the Workshop Manager and/or Refuse Manager in a timely manner and in any event no later than the end of the actual working day.
- 6.4 To follow the Council's reporting procedures in connection with the collection rounds, special collections, missed collections, sickness absence, accidents, annual leave, and vehicle defects etc. Such procedures to be completed in a timely fashion and in any event no later than the end of the actual working day
- 6.5 To ensure that the collection team work efficiently and effectively at all times carrying out their tasks in a conscientious manner, to the specified standards and frequencies and that the team contributes to the successful operation of group task and finish.
- 6.6 To ensure that any waste spilt as a result of the collection process is cleaned up immediately and that streets, paths, etc are left in a clean and tidy state.

- 6.7 To ensure that the collection team completes all the work scheduled for each day and any other work as required by the Refuse Manager.
- 6.8 To report immediately to the Refuse Manager using the two-way radio system or other suitable manner any problems that may arise which could affect the carrying out of the service.
- 6.9 To act upon any instructions from the Refuse Manager in respect of the collection of missed bins and other such activities so as to ensure the specified service standards.
- 6.10 To ensure that members of the team are suitably dressed in their personal protective equipment supplied for work, in accordance with Health & Safety at Work regulations and the terms set out in the Council's Staff Handbook.
- 6.11 Duties at all times to be undertaken in a safe and proper manner in accordance with general and job specific risk assessments and the Refuse Collection and Recycling Service Level Agreement that may be amended from time to time with the mutual agreement of Management and the Trades Union representative.
- 6.12 To be responsible for ensuring the data quality of all information related to the duties of the post.
- 6.13 To adhere to all Council's policies and procedures with regard to performance and behaviour.
- 6.14 Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staffs are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed
(Postholder) _____ Date _____

Signed
(Head Of Service) _____ Date _____