

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Refuse and Recycling Loader (Operative 3)
Job Family:	General Operative (G11)
Service:	Waste Services
Location:	Operational Services, Longmead Depot
Reporting To:	Waste Services Supervisor

Role Purpose: <i>Why the role exists and its contribution</i>	<p>To provide day to day manual service delivery within Operational Services. Staff recruited from this current advertisement would be expected to work primarily as refuse and recycling loaders within the Council's Waste Services department..</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

Service Specific	<ul style="list-style-type: none"> • Work on a refuse and recycling collection/delivery vehicle up to 26 tonnes GVW to carry out domestic, trade and bulky waste refuse and recycling collections, or deliveries, safely, legally and to agreed procedures, timescales and quality standards. • Work under the supervision of your driver, and in teamwork with other loaders. Notify any issues to your driver on a timely basis. • Carry out collections on a task-and-finish basis, ensuring routes are finished each day. Report anything preventing you from finishing your route, part of route or any individual collection(s) to your driver as they become known, including individual issues e.g. broken bins. • Wear issued uniform and Personal Protective Equipment at all times. • Carry out relevant periodic training consistent with the role, the technical requirements of your vehicle and Council expectations • Be responsible for the safety and legality of you, your vehicle, your crew and the public. Follow all procedures. Report vehicle defects, if you see them, to your driver on a timely basis. With your driver and other loaders, carry out required daily and weekly cleaning of your vehicle.
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	<ul style="list-style-type: none"> • Work outside in all weathers except by agreement with your supervisor e.g. heavy snow. • Follow all procedures and instructions at the waste transfer station and report any issues to your driver.
Generic Duties	<ul style="list-style-type: none"> • Working under instruction individually and as part of a team, undertake manual work to contribute to the cleanliness, infrastructure and appearance of Epsom & Ewell Borough • Participate in learning provided to perform role successfully and to the standards expected. • Meet designated targets within specified timeframes as set out in the agreed work schedule for that day or week. Deliver targets in line with the relevant standard operating procedures and training provided • In addition to the agreed work schedule, proactively, respond to and resolve any issues as and when they arise • Use specialist equipment and technical plant relevant to the specialist work undertaken in addition to the use of general tools and hand operated power tools appropriately and safely as instructed and, in addition, when they are necessary. • Wear the appropriate uniform and protective clothing provided and behave in a way that promotes the professionalism of Epsom & Ewell Borough Council • Operate in a way that protects the health and safety of you and that of others, in accordance with the Health and Safety at Work Act 1974. This includes preparing and regularly checking the environment in which you are working to ensure it is safe for you and anyone else who may be there now or in the future • Take responsibility for raising any issues, concerns or good ideas as part of the work to ensure the supervisor is able to help meet targets and the Council meet its statutory requirements • Work across different delivery teams as and when is required and provide a report on activity and progress to the supervisor as and when requested • Help, assist and instruct temporary employees as required

The key decision making areas in the role
The need to exercise judgment or decision making

<p>The extent of instructions/guidance followed and the level of detail available</p> <p>Organisation of workload and priorities</p> <p>Interruptions which make attention or concentration difficult.</p> <p>Discretion in decision making including unexpected problems/situations</p> <p>The accessibility of colleagues and managers for consultation/advice</p> <p>Information handling</p> <p>Developing plans or strategies</p>
Customers and contacts
<p>Knowledge of other service areas within the Council/Authority</p> <p>Contact with clients/customers</p> <p>The needs of clients/customers for whom responsible</p>

Dimensions of the role	
Financial	Non-financial

<p>Minimisation of additional costs to your vehicle through proper attention to condition of the vehicle and use of on-board equipment such as bin-lifts.</p> <p>Minimisation of container costs by appropriate loading and unloading of bins, and timely reporting of damaged bins.</p>	<p>Health and safety of staff and the public.</p> <p>Completion of routes on time and to required quality standards.</p> <p>Follow all policies, procedures and regulations.</p> <p>Minimisation of vehicle downtime by early reporting of defects to your driver.</p> <p>Help yourself and your colleagues with the emotional impacts of the public's behaviour on you and your crew.</p>
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Person Specification

Knowledge and Experience	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Experience of working in waste collections or related functions e.g. street cleansing	D	Y	Y
Experience of working outdoors in all weathers	E	Y	Y
Experience of working in a team	E	Y	Y
Skills			
Understanding of how refuse and recycling collections work	D	Y	Y
Excellent team player	E	Y	Y
Excellent attitude to customer service	E	Y	Y
Excellent communication with customers and the public	E	Y	Y
Ability to work to deadlines to complete routes	E	Y	Y
Ability to work to instructions from driver	E	Y	Y
Flexible and adaptable	E	Y	Y
Attention to health and safety, especially working with and around vehicles, and on the highway	E	Y	Y
Attention to detail to fully complete routes	E	Y	Y
Additional Requirements			
Legally entitled to work in the UK	E	Y	Y