

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** Driver/Loader (Refuse Collection & Recycling)

**REFERENCE NO:** COM925

**SALARY SCALE:** Scale 5 (scp 16-19) £29,572 to £31,067 per annum

**HOURS OF WORK:** 37 Hours Per Week

**POST NO:** M108

**SERVICE AREA:** Refuse Section

**RESPONSIBLE TO:** Refuse and Workshop Manager

**JOB PURPOSE:** To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.

## KEY RESULT AREAS:

- 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.
- To supervise the work of the other members of the collection team working with you.
- 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.
- 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 Refuse and Workshop Manager in a timely manner and in any event no later than the end of the actual working day.
- 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.
- 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.
- To ensure that the collection team completes all the work scheduled for each day and any other work as required by the Refuse and Workshop Manager.

- To report immediately to the Refuse and Workshop 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.
- To act upon any instructions from the Refuse and Workshop Manager in respect of the collection of missed bins and other such activities so as to ensure the specified service standards.
- 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.
- 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.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to all Council's policies and procedures with regard to performance and behaviour.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed ..... Date .....

Name (Print) .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
LGV category C (formerly HGV class 2).		Application Form/Interview
Evidence of current CPC Training.		Application Form/Interview
Commitment to ongoing CPC Driver Training.		Application Form/Interview
<b>Experience</b>		
	Previous work on a refuse collection or similar role.	Application Form/Interview
	Dealing with members of the public.	Application Form/Interview
	Supervisory role.	Application Form/Interview
<b>Skills/Knowledge</b>		
Literate.		
Numerate.		
	Good working knowledge of the Borough.	
<b>Additional</b>		
Good timekeeper.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Additional</b>		
Reliable.		Application Form/Interview
Flexibility.		Application Form/Interview
Helpful and courteous manner with customers.		Application Form/Interview
Ability to work as part of a team.		Application Form/Interview
Physically capable of completing repeated:- <ul style="list-style-type: none"> <li>• Entry and exits of a refuse collection vehicle cab or pickup type vehicle</li> <li>• The manoeuvring of loaded wheeled bins</li> <li>• Manual pushing, lifting and carrying tasks</li> <li>• Long periods of “being on your feet”</li> </ul>		Application Form/Interview