

## Appendix 1

### JOB DESCRIPTION

**Post:** Bin Deliveries

**Grade: B1**

**Service Unit:** Waste Management

**Date : 16<sup>th</sup> April 2014**

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**Job purpose:** Working individually and as part of a team within the Waste Management Service to undertake a range of duties including driving LGV (up to 7.5 tonne), delivering bins, replacement of bins, minor repair of bins and cleaning around glass recycling banks and other communal recycling facilities. To show initiative, commitment and enthusiasm to ensure services provided are responsive and combine effectively to meet customer needs. To contribute to the delivery of a safe, flexible, high quality, efficient and reliable service that meets the needs of residents and helps the department to minimise waste sent to landfill and increase household waste recycling rates to greater than 60%.

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**Responsible to:** **Business** Support Officer (Waste Management)

**Responsible for:** N/A

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#### **Summary of main duties and responsibilities:**

1. To carry out delivery of new, replacement and additional bins within residential communities. Bin types include (but may not be limited to) 240 litre, 360 litre, 770 litre and larger 1100 litre communal, hand bins and food bins/kitchen caddies.
2. Removal of broken, fly-tipped or contaminated bins where instructed.
3. To carry out minor repairs (on site) to bins, such as replacing broken lids/casters.
4. To carry out the cleaning of community bring sites/ communal recycling sites including removal of fly tipping.
5. To ensure that all resources used e.g. vehicles, equipment, machinery and buildings etc. are kept safe, in good order and condition, and are not exposed to the risk of loss, damage or theft.
6. To load and unload vehicle having due regard to risk assessments and safe systems of work.
7. To carry out such other duties in support of services across the Council that reasonably correspond to the general character of the post and are consistent with its level of responsibility.

8. To use technology and communication equipment as necessary to carry out the role efficiently (for example in-cab systems or mobile telephones).
9. To deliver literature to residents relating to their new bin and associated collection.
10. To ensure that work, is of high quality, carried out safely and professionally and enhances the reputation of the service and the Council.
11. To work with other members of the Council's workforce, including from other services, to combine effectively and work in a way showing initiative and enthusiasm for the job in hand and an understanding of its impact on the quality of life of local residents and visitors alike.
12. To maintain competency and knowledge for the work of the post by undergoing relevant training and development e.g. on the job or external training courses. Where relevant to achieve and maintain appropriate qualifications e.g. driving licences, certificates of competency etc.
13. To ensure that all work is undertaken in accordance with established health and safety procedures using issued PPE where appropriate and to report defects or safety concerns identified to their supervisors.
14. To carry out all work with the highest standards of behaviour and conduct thereby reflecting the importance of the role as an ambassador for the City and the Council. In particular, to respond courteously and professionally to requests from members of the public, other Council Officers, Elected Members etc.
15. To ensure that essential records relating to the work of the post e.g. vehicle check sheets, timesheets, job requests, safety documents etc. are completed fully, promptly and accurately.

**Disability Discrimination Act (1995)**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Economic Conditions:**

Annual Leave:	21 days (155 hrs 30 mins) plus 4 days per annum for 5 years' local government service plus public holidays
Hours:	37 hours per week.
Conditions of Service:	NJC Conditions apply

## PROSPECTS

**Promotion:** Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

**Training:** The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

**Physical Conditions** The post holder will be based at any location as required by The Waste Management Service.

Leeds City Council has a no smoking policy.

Job Description Prepared / Reviewed by:

Name: Nicola Moss/Liz Behrens

Designation : Service Manager

Date: September 2014

Job Description Approved by:

Name: Kay Wright

Designation: HR Business Partner

Date: September 2014

It should be noted that this job description is subject to occasional changes to incorporate other commensurate duties and responsibilities in response to organisational change/review and to assist flexibility.

## PERSON SPECIFICATION

SELECTION CRITERIA	Essential/ Desirable E/D	Means of Assessment: App. Form/Interview/ t/Certificate
<b>QUALIFICATIONS</b> <ol style="list-style-type: none"> <li>1. Possession of licences/qualifications/CPC's relevant to the work of the post e.g. driving licences/LGV up to 7.5 tonnes</li> <li>2. Basic numeracy and literacy.</li> <li>3. Possession of a current LGV Class C driving licence</li> </ol>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A/C/T</p> <p style="text-align: center;">A/I/T</p> <p style="text-align: center;">A/C/T</p>
<b>EXPERIENCE</b> <ol style="list-style-type: none"> <li>1. Experience of using powered and mechanical equipment relevant to the work of the post.</li> <li>2. Work in an area based team showing initiative and understanding of the impact of the work carried out.</li> <li>3. Working alone and with minimal supervision.</li> </ol>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
<b>SKILLS</b> <ol style="list-style-type: none"> <li>1. Able to quickly learn new tasks and follow instructions/ route sheets.</li> <li>2. Able to use hand tools and equipment safely, efficiently and skilfully.</li> <li>3. Able to show initiative to tackle new tasks quickly, effectively and with a high standard of workmanship.</li> <li>4. Able to guide others effectively to deliver high quality work.</li> <li>5. Able to work under pressure and to high standards in terms of time and work quality.</li> <li>6. Able to work outdoors for long periods and in all weather conditions/ at unsocial hours with appropriate protective clothing/equipment.</li> <li>7. Able to carry out work which requires ongoing considerable physical effort possibly with some heavy lifting</li> <li>8. Able to use IT and communication equipment (such as mobile phones and sat nav/in cab systems) in accordance with Health and Safety guidance and procedures.</li> </ol>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I/C</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
<b>OTHER</b> <ol style="list-style-type: none"> <li>1. Knowledge of and commitment to the delivery of high quality services and the standards expected when dealing with members of the public.</li> <li>2. Awareness of the Highway Code</li> <li>3. Knowledge of the kerbside collection services offered and their correct use</li> </ol>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>