

SERVICE AREA **Waste Management**

SECTION **Waste Collection Operations**

POST TITLE **Lead Loader - Refuse Collection (B1)**

POST(S) TO WHICH DIRECTLY RESPONSIBLE

Supervisor

POST(S) FOR WHICH DIRECTLY RESPONSIBLE

NONE

PURPOSE OF JOB

To provide a safe, flexible, high quality, efficient and reliable waste and recycling collection service that meets the needs of residents and delivers the waste strategic objectives to minimise waste sent to landfill and increases household waste recycling rates to greater than 60%.

RESPONSIBILITIES

RELIABLE:

1. Working as part of a team, to collect waste and recycling in a variety of containers, from a variety of locations as scheduled in the Leeds City and surrounding areas.
2. To note changes on task sheet and ensure such changes are implemented on a daily basis
3. To feedback and clearly identify any collection failures and reasons for that failure.
4. To feedback and highlight any issues with the accuracy of route sheets and maps.
5. Issue relevant bin stickers/labels where appropriate to assist members of the public to represent bins accordingly.
6. Act as lead member of the crew on the day ensuring work is to a high quality which will involve regularly advising, instructing and checking work
7. The nominated loader will be responsible for ensuring that all assisted collections and any special collection arrangements, (e.g. gateway collections etc), are completed in full on the designated day and that bins are returned to correct locations.
8. To contact the hub at the end of the day to confirm the round is complete with no accidents/incidents or other health and safety issues to report. To find out if any assistance is needed to ensure that scheduled collections are completed, to confirm the tipping point to be used.
9. To accurately fill out and sign task sheets as a true record of the round and as required, to make use of any technology fitted to the vehicle for recording purposes.

10. Ensure together with the Driver that wherever possible rounds are completed on the designated day.

SAFE:

11. Wear any issued protective clothing, boots, gloves, high visibility jackets etc as required by safe working practices and associated guidance
12. Ensure that all Health and Safety Regulations are observed and in particular safe work instructions 19a and 19b are complied with, e.g. lifting and handling waste, safe reversing procedures
13. Assist the driver by reporting any vehicle defects noticed in the course of a day and assisting in keeping the vehicle cab clean and free from hazardous objects.
14. Report all accidents and incidents immediately and ensure appropriately recorded.
15. Act as reversing assistant, to permit the driver safe manoeuvring of the vehicle on the round or at the disposal location
16. Follow disposal site rules at all times

EFFICIENT

17. To follow and ensure that all service processes and procedures within your responsibility (including attendance) are complied with.
18. Attend training courses as necessary. In exceptional circumstances, these may take place whilst off shift
19. To ensure that any problems are communicated to the supervisor on a daily basis, by verbal and/or electronic means.
20. Work with the driver to ensure that buddying up arrangements are complied with and assistance is provided to other rounds working in proximity who are struggling to complete due to high volumes, breakdown or other genuine delay.
21. Answer queries from the members of the public in a polite manner, using customer care principles and respond positively to queries from any authorised officer.
22. Operate any technology fitted to the vehicle for recording purposes
23. To work with and assist management in producing and successfully implementing new working arrangements e.g. AWC , food waste collections, new technology
24. Report suggestions for improvements to the service to Management to increase efficiency and quality in service delivery

OTHER

25. 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. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the appropriate Officer.

RELATIONSHIPS

The post holder will be required to liaise with members of the Public, staff in other sections of the Department and the Authority and representatives of External agencies

PHYSICAL CONDITIONS

Based at Knowsthorpe Way or Henshaw depot Leeds, but may be required to work at any other location.

**Job Description Prepared/
Reviewed by**

Date: January 2013

Job Description

Approved by

Date:

EMPLOYEE SPECIFICATION Lead Loader – Refuse Collection

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

Skills

Ability to understand verbal and written instructions and follow daily work patterns
Ability to work as part of a team
Ability to walk long distances – lift, twist and handle objects
Ability to manipulate wheel bins and operate lift mechanisms
Ability to communicate to the public.
Ability to complete task sheet and other relevant paperwork

Knowledge

Of the importance of dealing with members of the public in a polite and courteous manner
That health and safety is everyone’s responsibility
Of the importance of maintaining accurate and up to date information

Behavioural and other job related characteristics

To carry out all duties having regard to an employees responsibility under the Council’s Health and Safety Policies
Willing to work unsocial hours at short notice
Willing to undergo further training
To wear appropriate clothing as required
Willing to abide by the Council’s Equal Opportunities Policy
Willing to abide by the service’s behavioural standards.

DESIRABLE REQUIREMENTS

Knowledge

Of Health and Safety procedures
Of Quality Assurance procedures
Of the Local Authority

Experience

Of working in a similar environment

