

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Collection Operative		Grade: 5
Directorate: Operational Services	Service: Recycling, Waste & Fleet Services	
Post No: TBC	Date of Issue: July 2019	
Responsible to: Assistant Collections Manager/Collections Manager		

Main Purpose of Job:

To collect waste and recycling from households, businesses and schools. To safely transit, empty and return waste/recycling containers to collection points.

Main Tasks/Duties/Responsibilities

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policies and procedures as they relate to the duties and responsibilities of the post including:
 - The proper use of personal protective equipment;
 - Complying with all relevant safe systems of work, taking all reasonable steps to avoid lifting or moving any item which could result in injury;
 - Observing the requirements of the Road Traffic Act;
 - To wear the corporate uniform supplied.
 - To report accidents and near-miss incidents initially to the Team Leader but provide details to management team.
2. To collect waste and recycling as directed by the Team Leader of the team you have been allocated to.
3. To report any issues resulting in a non-collection to the Team Leader with appropriate explanation, e.g contamination, bin too heavy and tag/ticket wheeled bin with reason for non-collection.
4. To report to the Team Leader any collection issues which you have concern e.g. multiple bins, excess waste, bin manoeuvrability, damaged bins etc.
5. To ensure that containers are returned to the original point of collection ensuring that there is not an obstruction of the footway for pedestrians or driveway of properties and that wheeled bin handles are accessible for bins to be recovered.

6. To ensure that containers are returned to the original point of collection ensuring that there is not an obstruction of the footway for pedestrians or driveway of properties and that wheeled bin handles are accessible for bins to be recovered.
7. To complete all necessary documentation (e.g. Tick Sheets, Time Sheets, etc.) as and when required.
8. To drive and be responsible for allocated vehicles when required.
9. To undertake vehicle checks for oil, water, tyres and routine maintenance inclusive of cleaning interior and exterior.
10. To report any damage to any property or vehicles as soon as possible.
11. To report to the supervisor immediately any conduct of a disorderly nature.
12. To show courtesy to the public at all times.
13. To perform duties of a general nature undertaken by the Section.
14. To undertake duties not normally done by the Section in cases of an urgent nature.

Occasional Tasks/Duties/Responsibilities

1. To participate in the emergency call out system if required.
2. Undertaking works in response to unexpected emergencies i.e. flooding, high winds, foot and mouth outbreaks etc, this will include out of normal hour working.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.

6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.