

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Collection Driver Team Leader			
Directorate: Operational Services		Service: Recycling, Waste & Fleet	
Post No: Generic	Grade		Issued: June 2023
Responsible to: Assistant Recycling & Waste Collections Manager			

Main Purpose of Job:

To be responsible for a recycling and waste collection vehicle and operatives allocated to a collection round to ensure the smooth delivery of collection services.

Main Tasks/Duties/Responsibilities

1. To undertake such duties as directed by the Assistant Recycling & Waste Collections Manager to ensure that the Service meets its performance standards, targets and objectives, as required by the Council, in relation to the delivery of recycling and waste collection services in the Borough.
2. 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 Assistant Recycling & Waste Collections Manager.
3. These duties are widespread and varied but include activities such as:
 - Supervising collection operatives allocated to a round team.
 - Ensuring freighters are not overloaded.
 - Informing the Assistant Recycling & Waste Collections Manager of any breakdowns or damage to vehicles or equipment as soon as practicable.
 - Informing the Assistant Recycling & Waste Collections Manager of any requests or complaints from members of the public.
 - Informing the Assistant Recycling & Waste Collections Manager of the occurrence of any accidents, dangerous occurrences or injuries incurred by any person during the delivery of the service.
 - Informing the Assistant Recycling & Waste Collections Manager of any dangerous situations or working practices, of hazardous or excess waste put out for collection and instances of restricted access.
 - Completing and returning timesheets, log sheets, etc., to the Assistant Recycling & Waste Collections Manager.

- ☐ Operating and updating in-cab collection logging system.
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4. To assist with the loading of bins and containers whenever possible and accordingly to undertake the duties and responsibilities of a Collection Operative, which include activities such as:
 - ☐ Collecting recycling and waste in accordance with Council Policy, complying with all Regulations and procedures.
 - ☐ Undertaking all duties in a courteous and efficient manner with noise kept to a minimum.
 - ☐ Removing all excess recycling and waste in accordance with Council Policy, complying with all Regulations and procedures.
 - ☐ Returning emptied containers and bins to their original point of collection with their lid closed.
 - ☐ Closing all gates following the collection of recycling and waste.
 - ☐ Collecting all spillages of recycling and waste.
 - ☐ Distributing sacks and other items such as communication items as directed by the Assistant Recycling & Waste Collections Manager.
 - ☐ In instances when recycling and waste is not collected, e.g. unsuitable waste, issuing households with non-collection cards explaining the reason for non-collection.
 - ☐ Collecting containers and bins from within the boundary of properties including within the Council's Assisted Collection Scheme, returning such items to their original point of collection, and closing all gates as necessary.
 - ☐ Ensuring containers and bins are completely emptied before being returned to the collection point.
 5. To operate the collection vehicle in a safe and correct manner, observing the requirements of the Road Traffic Acts and Councils Driving at Work Policy at all times.
 6. To undertake daily and weekly inspections and maintenance of collection vehicles to be used e.g. water, oil, tyres etc., including maintenance of the cleanliness of the vehicles both inside and out; and to complete associated documentation.
 7. To show courtesy to the public at all times.
 8. To undertake duties not normally done by service in cases of an urgent nature.
 9. To undertake duties relating to the sorting and bulking of material as required.
 10. To undertake duties relating the delivering of service calendars, leaflets and promotional material.

11. To undertake duties relating with the delivery and replacement of collection containers and bins.

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.

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