



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Waste Collector	Role Profile Number: WM0000
Grade: K Salary:	Date Reviewed: January 2015
Directorate / Group: Service Delivery	Reporting to: Waste & Recycling Supervisor
Structure Chart attached:	No

Job Purpose:

- To maintain a high standard in the collection of waste and recycling.
- To promote recycling to encourage participation.
- Visit and collect refuse and recycling from upwards of 1000 properties per day.

Key Accountabilities:

- Ensure all waste is loaded into the vehicle in a considerate, safe and proper manner to comply with all relevant health and safety procedures.
- Role demands a high amount of physical and repetitive working.
- Ensure crews collect assisted collections on stated days.
- Report daily to the supervisor at the start and finish of every shift.
- Compile any relevant paperwork and ensure that it is placed for easy retrieval when required.
- Identify the reason of non-collection of waste materials to the driver.
- Identify and sort different acceptable materials and ensure they are placed in the correct hopper to maintain a constant clean level of recycling material.
- Maintain mandatory training and establish any training and discuss needs with line manager.
- Employee is responsible to demonstrate and advise skills and relevant procedures (assisted collections) to new starters and temporary workers and assist and monitor until the crew member reaches the required standard. .
- To be aware of any potential conflicts with the public or property whilst assisting the driver in reversing of the vehicle and to be aware of your surroundings.
- Maintain a considerate and courteous manner to all customers at all times.
- Report any accident damage, or near miss to property, persons, the vehicle and / or containers as soon as possible to the driver.
- Operate vehicle / plant machinery in the manner it was intended, observing and carrying out all safety regulations / procedures.

- Maintain complete customer care whilst collecting and ensure all gates are closed and any spillage is cleared up and bins/boxes are returned to the position where they were collected.
- Ensure that any identified personal training needs are discussed with immediate supervisor.
- To maintain the Assisted Card list for the round and provide the highest level in customer care in line with service standards.
- Establish the route with the driver to maintain the regular and reliable collection of waste.
- Duties may entail working outside normal working hours, including weekends and bank holidays for which the appropriate allowance will be paid.
- To be fully aware of your surroundings ensuring the well being of members of the public, other highway users, pedestrians, cyclists, children and other team members. This is required at all times throughout the working day.

Supplementary Accountabilities:

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

This job description is intended as a general guide to the duties of the post and is not inflexible. It may be altered from time to time to reflect the changing needs of the organisation in consultation with the post holder.

Knowledge and Experience:

- Experience of collecting and recycling waste materials.
- Preferably have or work towards NVQ 2 waste management
- A basic understanding of numeracy and literacy.

Working Environment:

- Outside and internal works.
- Working in unpleasant conditions (cold, heat, rain, ice, snow).
- Hazardous conditions will exist at times.
- Early morning start working in dark and possible late finish, again working in the dark.
- Working outside of normal working hours maybe required as work dictates.

Potential Risks:

- Potential for exposure to needles aggression, injury, disagreeable or unpleasant hazards.
- The use of PPE, Health and Safety.

- High potential of exposure to hazardous materials due to hazardous waste being disguised in bags and not disposed correctly (asbestos, needles, clinical waste and chemicals).

Decision Making:

- Identifying different acceptable materials.
- Risk assess the safe collection of waste types.
- Identify and sort different acceptable groups of materials.

<p>Job Scope: Collection of domestic waste and recyclable materials, maintaining a high standard of behaviour.</p> <p>Typical tasks supervised / allocated to others: Identify materials, demonstrate skills, be vigilant with respect for the safety of others.</p>	<p>Job Scope:</p> <p>Budget:</p> <p>Assets: £150,000 vehicle and plant</p>
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Contacts and Relationships:

- Verbal contact with SBC employees.
- Verbal contact with public.
- To be tactful and provide general advice and guidance to the public.
- Demonstrate an enthusiastic approach and constantly look for improvements to performance and service.

Creativity and Innovation:

- To suggest and devise improvements for delivery.
- Better use of labour, transport, material.
- To be encouraged to suggest improvements in how the task is achieved.
- Determine what needs to be done and doing it, demonstrating resilience and persistence in the face of obstacles and setbacks.

Job Specific Competencies:

- Ability to weigh up and assess a situation in the light of previous experience and knowledge and identify and take appropriate course of action.
- Ensures workload is managed to maximise use of time and resources available and ensure all critical tasks are undertaken.
- Highly developed sensory awareness to ensure the safety of staff and public.
- Be able to use co- ordination in sorting recyclable to ensure a clean reusable product is maintained.
- Ability to follow straight forward policies and procedures.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.