



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Waste Driver / Collector	Role Profile Number: WM0000 v2
Grade: M Salary:	Date Reviewed: January 2015
Directorate / Group: Service Delivery	Reporting to: Waste & Recycling Supervisor
Structure Chart attached:	

Job Purpose:

To maintain a high standard in the collection of waste and recycling.

Key Accountabilities:

- Drive and be responsible for the allocated vehicles. Duties will include vehicle checks, required routine maintenance (oil and water) and cleaning (using wash bay). Transport goods equipment and personnel. Assisting in the loading and unloading of the vehicle when necessary and completion of associated paperwork.
- Complete and return all relevant paperwork daily to supervisor and report non collection and reasons.
- Update any in-cab technology with non-collection and reasons.
- Collect waste from streets / roads on each day and in the order specified by the schedule, (under certain circumstances the order may need to be changed to accommodate unforeseen occurrences). Ensure all waste is collected. Load vehicle in a considerate, safe and proper manner to health and safety procedures.
- Ensure crews collect assisted collections on stated days.
- Update property information.
- Report any accident damage, or near miss to property, persons, the vehicle and / or containers as soon as possible.
- Where applicable, complete tachograph record book and check it is correct.
- Drivers are responsible for the supervision of the team and vehicle.
- To demonstrate skills to new starters and temporary workers.
- Operate vehicle machinery in the manner it was intended, observing and carrying out all safety regulations / procedures.
- Ensure that any identified personal training needs are discussed with immediate supervisor.

- To maintain the highest level in customer care in line with service standards and have responsibility for the behaviour of the crew.
- 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.
- Duties may entail working outside normal working hours, including weekends and bank holidays for which the appropriate allowance will be paid.
- To be aware of the wellbeing of members of the public, other highway users, pedestrians, cyclists, children, other team members.

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:

Minimum

- Experience of driving refuse / recycling vehicles.
- Holds a current HGV licence.
- Experience of completing daily log sheets and tachograph / books.
- Able to operate electronic ICT systems.
- Experience of collecting and recycling rubbish.

Preferred

- NVQ 2 waste management or equivalent or ability to work toward.

Working Environment:

- Outside and internal works.
- Working in unpleasant conditions (cold, heat, wet, ice, snow).
- Hazardous conditions will exist at times.
- Early morning start working in dark and possible late finish, again working in the dark.

Potential Risks:

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

Decision Making:

- Is empowered to make daily decisions within a structured process.
- Identifying different acceptable 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: Supervision of team members, Identify materials, demonstrate skills, be vigilant with respect for the safety of others.</p>	<p>Job Scope:</p> <p>Budget:</p> <p>Assets: HGV Waste Vehicle £150,000</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.
- If required, manage conflict (diffuse the situation) from members of the public.

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.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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.