



North Kesteven
DISTRICT COUNCIL

**SUPPORTING INFORMATION FOR THE POST
OF REFUSE DRIVER**

June 2019

**WASTE AND STREET SCENE
METHERINGHAM**

REFUSE DRIVER

Temporary Contract 2 years

£21,589 to £22,911 per annum plus O/T

The Council is looking to recruit 2 Drivers for the refuse collection service for a period of 2 years. If you hold a current LGV Category C Licence along with a valid CPC entitlement and would like to be part of a high performing Council team, then this job is for you.

You should enjoy working in an outdoor environment, being part of a team and be reliable. In exchange we offer benefits, which include:

- 25 days paid holiday (30 after five years' service)
- A basic 37 hour working week (plus overtime as and when required)
- Paid sick leave
- 14 hours of Driver CPC training
- Protective clothing and uniform
- Plus the opportunity to join the Council's contributory pension scheme.

For further information regarding this job we encourage you to refer to our website www.n-kesteven.gov.uk.

The closing date for all applications is 31 July 2019. Interviews will be held 7 – 9 August 2019 at the Metheringham Depot.

Dear Applicant,

Vacant Post: Refuse Driver, Waste and Street Scene

Thank you for your interest in the above post.

I enclose an application pack, which includes: application form, job description, job overview and main terms and conditions.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the job overview carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

The closing date for all applications is 31 July 2019. Interviews will be held 7 – 9 August 2019.

Yours faithfully,

Stephanie Bond
HR Business Partner

Job Description

1. **DIRECTORATE:** Deputy Chief Executive
2. **DIVISION:** Environment and Public Protection
3. **POST TITLE:** Refuse Driver
4. **POST NO:**
5. **POST GRADE:** Grade 3
6. **ALLOWANCES:** Uniform
7. **JOB PURPOSE:** Deliver a comprehensive refuse/recycling service for the Council's customers under the direction of the Refuse Supervisor and Environment Manager.

To be responsible for the collection crew, the safe operation of the vehicle and the completion of the daily collection rounds.

PRINCIPAL RESPONSIBILITIES:

- (a) To take charge and be responsible for the vehicle and the collection crew, and to ensure the completion of the daily work allocated.
- (b) To undertake refuse, recycling and green waste collection as directed and other related waste service operations in accordance with the adopted procedures and policies.
- (c) To undertake the collection/emptying, loading and distribution of sacks, wheeled bins or other containers as appropriate to/from the curtilage of the property or other agreed location.
- (d) To check bins for contamination and/or overweight and to affix appropriate stickers/labels to affected bins.
- (e) To undertake the collection of bulky waste, clinical waste or other types of waste, as may be required.
- (f) To assemble wheeled bins prior to distribution, as required.
- (g) To assist with the on-the-job training of new/temporary and agency staff.
- (h) To ensure that all work is carried out in accordance with the Service Specification. Waste spillages must be cleaned up as they occur.
- (i) To maintain efficient and effective work performance in accordance with policies and objectives
- (j) To undertake the driver maintenance of the vehicle allocated, which will include daily roadworthy checks

- and reporting of defects.
- (k) To comply with the rules, regulations and instructions of the site owner when at the waste disposal site/recycling centre.
 - (l) To complete all necessary documentation required.
 - (m) To drive at all times in a safe and courteous manner.
 - (n) To verbally communicate with customers.
 - (o) To ensure that all work is carried out in accordance with safe working practices, which will include the safe use of materials and equipment.
 - (p) To undertake any further similar duties that may from time to time be required of the postholder which are appropriate to the responsibilities of the post.

RESPONSIBLE TO: Refuse Supervisor

RESPONSIBLE FOR: Refuse collection crew

**QUALIFICATIONS/
EXPERIENCE REQUIRED:** Category C Large Goods Vehicle Driving Licence.
Appropriate experience.

H & S ISSUES Compliance with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work Act 1974, the Councils Health and Safety Policy and other specific Council policies as appropriate to your role.

Job Overview

Knowledge	The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional technical knowledge in order to do this job. He/she also needs a detailed understanding of the relevant legislation related to his/her area of work and an outline understanding of the underlying concepts and principles of the specialist area within which this job operates. He/she requires detailed knowledge of all the policies covering his/her technical or specialist area of responsibility. He/she also needs outline knowledge of the policies or procedures relating to one other technical or specialist area.
Mental Skills	The jobholder is regularly faced with problems or situations which he/she must resolve personally, usually done by applying existing rules, procedures or instructions. The nature or scope of some of these problems will not be apparent on first inspection and will require the jobholder to assess the situation first.
Interpersonal and Communication Skills	The jobholder is regularly required to motivate and/or train other members of staff using his/her leadership skills. Advisory, guiding, negotiating and/or persuasive skills are required regularly.
Physical Skills	The ability to drive (as part of the job role) a large van, truck or refuse vehicle is a requirement of the job. Manoeuvring this vehicle into, within and out of severely restricted spaces is an integral part of the job.
Initiative and Independence	The jobholder's activities are undertaken in accordance with policies and procedures laid down by others, and the jobholder normally works from instructions or predetermined schedules which define how all the main task(s) are to be carried out. These instructions do not actually define the task(s) in detail and the jobholder is expected to deal with any unexpected problems or situations which arise. He/she is free to decide the order in which the job's various tasks will be carried out.
Physical Demands	This job requires the jobholder to work in a constrained position for a very large proportion of the total working time. Pushing/pulling is also needed with a high level of effort for a large proportion of the total working time.
Mental Demands	General mental attention is sufficient to ensure that the tasks and duties of this job are carried out correctly. There is a need for concentrated sensory attention by the jobholder for lengthy periods and this is required at least twice a day. Working to deadlines is a feature of this job, requiring the jobholder and/or his/her team to complete a task or series of tasks by a pre-set time. He/she is

regularly subject to conflicting demands, with more than one person requiring a service or assistance simultaneously, and he/she is sometimes forced to address the new demand immediately, before completing the current task.

Emotional Demands	The job involves direct personal involvement with people whose personal circumstances or behaviour could cause the jobholder emotional stress or upset. These are mainly users of the Organisation's services but the level of emotional demand is not "significant" when compared with that experienced by some other employees. This emotional demand is an integral feature of the job occurring relatively often.
Responsibility for People - Well-Being	The jobholder has an impact on the well-being of individual, or groups of, people by the personal provision of a service direct to those who are receiving it.
Responsibility for Supervision, Direction, Co-Ordination of Employees	The jobholder is required to supervise or manage Organisation employees, or other people in an equivalent position. He/she also has to allocate work to other employees and this is an on-going responsibility of the job.
Responsibility for Financial Resources	The job involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.
Responsibility for Physical and Information Resources	The jobholder's main responsibility for physical resources is for equipment and/or tools which he/she has to both use and maintain. Some of the equipment used is very expensive. He/she is also required to maintain this or other equipment. The jobholder also has a responsibility for buildings, premises and/or external locations, specifically their security, and he/she is a nominated keyholder.
Working Conditions	The jobholder regularly works outdoors and is usually exposed to the weather when doing so. This exposure occurs for a moderate proportion of the overall working time. The job also involves regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable, but occasional, feature of this job.

MAIN TERMS AND CONDITIONS

Post of: Refuse Driver

A copy of the job description is attached

Salary

Grade 3 £21,589 to £22,911. The successful candidate will be placed within the grade subject to qualifications and experience.

Hours of work

The hours worked are an average of 37 per week. You will be required to start work at 7.15 am Monday – Friday. You shall be required to work overtime when collections are changed due to Bank Holidays.

Holidays

The annual holiday entitlement is 25 days (30 days after 5 years' service in local government) plus 8 Bank and Public days.

Sickness

Subject to certain qualifying criteria, you will receive your normal pay when you are off sick.

Pension

You will be auto enrolled into the Council's occupational pension scheme

Protective Clothing

You will receive appropriate protective clothing to undertake your duties.

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