

Job Description



South
Cambridgeshire
District Council

Department	Location
Refuse Loader	Waterbeach Depot

Job title	Post number
Shared Waste Operative	Various

Grade	SCP range
Grade 2	SCP 10-15

Responsible to	Responsible for
Team Manager	

Health Considerations/Risk/Surveillance Required
Manual handling procedures

Description Of Duties And Responsibilities

To work as a team led by the driver, responsible for collecting Refuse and Recycling and other waste service duties according to management instruction and ensuring work is completed safely, efficiently and in accordance with guidelines and customer satisfaction

Key Result Areas/Overview

1. Ensure that Refuse rounds are completed on the day.
2. To assist your driver in preparing the Vehicle for the day.
3. Ensure that all safety equipment is available, is being worn as required and is serviceable.

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Key Contacts/Communication Links

Internal

Workforce
Team Managers

External

Members of the public/residents
Treatment site contractors

Key Responsibilities/Specific Duties

1. Ensuring that all Refuse rounds / Recycling rounds are completed within specified timescales and to a high customer service standard.
2. To operate the machinery in strict accordance with instructions and training ensuring that the driver is always seen back (Reversing) using the agreed signals when required.
3. To ensure that any service issues or potential service failures are reported to the team managers in a timely manner.
4. Ensure that all collection and cleansing rounds are completed within specified timescales (with no unscheduled missed bins/locations) and to a high service standard. This will involve weekend catch up days to cover bank holidays at prevailing rates.
5. To undertake assisted collections as required, including returning bins to the designated point
6. To ensure that communication(s), work and training is conducted in a calm, positive and constructive way, being both courteous and helpful to the public, residents, customers and other staff. Ensure that Health and Safety compliant PPE is used in accordance with Risk Assessments and a presentable appearance is maintained at all times.
7. To follow instructions as laid down in Council and departmental policies and procedures, which are relevant to this job. These include for example: Risk Assessments / Method Statements, Driver's Handbook, Code of Conduct, and Accident/Near Miss/Hazard reporting. It is likely the procedures/instructions will be amended to from time to time.

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To assist and cover, when necessary, other collections and rounds being undertaken as part of the Greater Cambridge Shared Waste service collection service, as are reasonably requested by the management team. “Reasonably” means within your abilities and which would not put you, colleagues or the public at risk within your contracted hours or otherwise agreed overtime for which suitable training has been provided including but not limited to:

- Litter picking
- Collecting fly tipping
- General yard duties
- Wheelie bin deliveries/collections

8. Ensure all paperwork/works tickets and Electronic communications are completed or returned to the office daily for processing.

General to all job descriptions

To comply with the Council’s Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

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The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: