

## JOB DESCRIPTION



<b>POST TITLE:</b>	<b>REFUSE OPERATIVE</b>
<b>POST NUMBER:</b>	<b>SS18</b>
<b>GRADE:</b>	<b>C</b>
<b>RESPONSIBLE TO:</b>	<b>Refuse Supervisor/Team Leader</b>
<b>LIAISON WITH:</b>	<b>Other Waste and Recycling team members, officers of the Council, Customer Services and members of the public.</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

To act as part of the Kerbside Recycling and Waste collection team and to process, re-promote and maintain a high level of Health & Safety.

### **KEY SERVICE ACCOUNTABILITIES:**

1. To work as part of a crew or lone working to collect and process waste material from households, trade premises and other locations in Mid Devon within a round or rounds on the day specified (ensuring no collections are missed).
2. To ensure all items on drivers notes are completed or actioned.
3. To assist drivers when required in reversing and manoeuvring vehicles or on the completion of other rounds or tasks as required.
4. To ensure the best operational relationships are maintained between colleagues, service managers and members of the public.
5. Ensure a good standard of service at all times.
6. Must be flexible in working arrangements due to seasonal/variations and new initiatives.
7. To fill in correctly any administrative returns as required.
8. To ensure that all Health & Safety regulations and safe working practices are adhered to and to be aware of all procedures relating to the safe operation of the waste service.
9. To collect and process recycling material from households in Mid Devon.
10. To help prepare the vehicle for unloading and remove all recycling materials on return to the depot.
11. To work in the depot when required, operating baling equipment and other depot duties as requested.

### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**HEALTH AND SAFETY:**

The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

**RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

**DATA PROTECTION:**

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

**SINGLE EQUALITY SCHEME:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## PERSON SPECIFICATION

### REFUSE OPERATIVE

CATEGORIES	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience:</b>		<ul style="list-style-type: none"><li>• Experience of driving commercial vehicles up to 3.5 tonnes gross vehicle weight including street cleansing plant</li><li>• Experience in a multi-collection environment preferably in the waste or recycling sector</li><li>• Experience in vehicle safety and defect checks</li><li>• Full, manual driving licence (up to and including Category B)</li></ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"><li>• An adequate standard of literacy and numeracy</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of local area and ability to learn and retain knowledge of routes quickly</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• A high level of driving skills as required to manoeuvre vehicles due to on street parking and the nature of the district</li><li>• Ability meet agreed targets and standards</li></ul>	<ul style="list-style-type: none"><li>• Ability to communicate with all sections of the community and customers</li></ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Ability to work within a team and using own initiative</li><li>• Able to communicate clearly</li><li>• Commitment to customer care and good customer service</li><li>• Committed to equality of opportunity and understanding of diversity issues</li><li>• To have an awareness of Health &amp; Safety</li><li>• To have an awareness of Risk Management</li><li>• Flexible approach to working arrangements</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Ability to lift varying weights</li><li>• Ability to walk long distances</li></ul>	<ul style="list-style-type: none"><li>• Availability to work outside normal working hours</li></ul>

Date: June 2021