JOB DESCRIPTION

Job Title: Senior Refuse/Recycling Collection Operative		**Ref No:**	**JE Ref:** G017
Department: **Facilities Waste and Neighbourhood Services.**	**Band:** 5	**Location:** Dumfries & Galloway	
Responsible To:	Waste Supervisor		
Responsible For:	Refuse/Recycling Collection Operatives		
Job Purpose:	Provision of refuse and recycling collection service to domestic and commercial properties within the Facilities Waste and Neighbourhood Services Directorate.		
Main Responsibilities:	Uplifting domestic and commercial waste containers, wheeled containers, sacks or loose waste (which can involve odorous materials) in all weather conditions, including severe weather lasting several days. When required, drive and be responsible for other allocated vehicles.		
Job Activities:	1. Drive an LGV refuse collection vehicle for the effective and efficient completion of daily waste collection quotas. 2. Complete and record daily, weekly and interim vehicle checks and maintenance in line with manufacturer's / Fleet Service's instructions and training to ensure continued roadworthiness. Report any defects in line with current procedures 3. Use and operate associated tools and equipment as required. 4. Clean the interior and exterior of refuse collection vehicles at required intervals. 5. Undertake other general labouring duties, including manual snow and ice clearing and salt spreading when necessary. 6. Drive other allocated vehicles as required. 7. Observe manual handling, PPE and other health and safety rules in connection with prescribed safe systems of work. 8. Participate in training and refresher training as directed. 9. Complete all necessary paperwork. 10. Sign the mandate for automatic checking of driving licence details with DVSA. 11. Assist the Operations Supervisor in resolving complaints. 12. Extend politeness and courtesy to members of the public and business proprietors during the working day, leaving customers with a good impression of the Council and the Service.		

	The duties listed above are not intended to be exhaustive and the postholder will be required to undertake such other duties appropriate to or below this grade of post, determined by the Waste Collections Manager, and supervisory staff.	
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work considering the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**Mike Fawkes**	**Date: 13th July 2017**