JOB DESCRIPTION

Job Title: Refuse / Recycling Operative		**Ref No:**	**JE Ref:** BM21
Department: Economy and Infrastructure	**Band:** 3	**Location:** Dumfries and Galloway	
Responsible To:	Waste Supervisor and Senior Refuse / Recycling Operative		
Responsible For:	Not Applicable		
Job Purpose:	Provision of refuse and recycling collection service to domestic and commercial properties within Enterprising Services		
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 allocated vehicles		
Job Activities:	1. Collect and position waste containers onto the vehicle's lifting gear and return when emptied with proper consideration for the users of the containers and for pedestrians 2. Enter private properties; take out waste containers and sacks and return emptied waste containers to their original location 3. Load sacks, loose waste and larger items by hand into the vehicle hopper or skip or bin for disposal 4. Use and operate associated tools and equipment as required 5. Wear the provided personal protective equipment including Hi-vis items of safety clothing and boots at all times 6. Clean the interior and exterior of refuse collection vehicles at required intervals 7. Under the driver's direction, assist in routine vehicle checks 8. Undertake other general labouring duties, including manual snow and ice clearing and salt spreading when required 9. When required to drive, 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 and defects in line with current procedures 10. Observe manual handling, PPE and other health and safety rules in connection with prescribed safe systems of work 11. Participate in training and refresher training as directed		

	12. Complete all necessary paperwork 13. Sign the mandate for automatic checking of driving licence details with DVSA 14. Assist the Waste Supervisor in resolving complaints 15. 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 16. 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 as may from time to time be determined by the Road Construction, Maintenance and Waste Collection Manager ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***
Performance Management	▪ 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 in light of 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:	**M Fawkes** — **Date: 13 July 2017**