Cumberland Council

Post Specification

Date	**August 2023**
Post Group Number	**7993**
Post Title	**Waste Loading Operative**
Job Family	**Operations**
Job Family Role Profile	**OP3**
Final Grade	**5**

To be read in conjunction with the job family role profile

Service Area description

Location: Carlisle / Whitehaven / Workington

Responsible To: Operations Managers

Main Purpose

- To work as a loader supporting waste and recycling collections across Cumberland
- At all time, to ensure that operational activities and services are delivered in an effective and efficient manner.
- Be responsible for ensuring health and safety practices are followed, undertaking dynamic risk assessments.
- Consider the environmental impacts of the work you undertake in line with the Council's sustainability policy.

Key job specific accountabilities

1. To work as part of a team involved in the collection of refuse and recycling from households, businesses and other establishments across Cumberland

2. To uplift and load refuse and recycling from wheelie bins, boxes, bags and refuse sacks working to minimum agreed service standards in terms of performance and quality of service provided.

3. Undertake duties in a manner that ensures residents and other customers receive reliable, consistent and effective services that are delivered in a professional and responsive manner, including flexible working patterns required in order to satisfy the needs of the service.

4. Ensure that the duties undertaken with the post holders area of responsibility are carried out in accordance with the Council's policies under the Health and Safety at Work Act 1974, taking responsibility for own safety and not endangering that of colleagues, and the general public.

5. Work in accordance with safety instructions issued by the Supervisors and/or Managers reporting all accidents or incidents and any other potential dangers immediately.

6. Complete all work allocated, including rectifying service failures and assisting other crews and teams to ensure that all the day's work for the service is properly completed in accordance

with the relevant work instructions, where necessary working flexibly beyond the standard day to ensure full service clearance and time for vehicle safety checks and cleaning.

7. To act as a reversing assistant, in accordance with training provided, for the driver when undertaking any reversing manoeuvrers where it is safe to do so.

8. To support the driver in cleaning the vehicle on a regular basis, its body, bin lifts and cab keeping it free from a build-up of litter and debris that is detrimental to components and the operational life of the vehicle in line with instructions and guidance.

9. To maintain effective lines of communication with management and their vehicle crew to ensure the efficient delivery of the service.

10. To deal with enquiries from members of the public in relation to waste collection activities.

11. Present a positive image of the Council by professional conduct especially when in contact with the public and other customers.

12. To participate in Council training and personal development as required, maintaining an adequate working knowledge to effectively fulfil the requirements of the post.

13. To participate in pilot schemes, trials of new operating methods and data gathering as required.

14. To work from any Council depot or other workplace as required.

15. To work positively and inclusively with colleagues and customers so the Council provides a workplace and delivers services that do not discriminate against people, treating everyone with compassion and respect.

16. To fulfil personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and delivery of the Council's aims and objectives.

17. To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be taken into account.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	None
Staff Management Responsibilities	
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

Criteria	Essential Competency	Desirable Competency
Education & Qualifications	○ Must be able to read and follow instructions. ○ Must be able to complete relevant paperwork associated with the post.	○ NVQ level 2 in Literacy and Numeracy or equivalent ○ Trained in manual handling safe lifting procedures ○ Trained in Working at Heights

Experience, Knowledge & Understanding	○ Must be physically fit to be able to lift safely and walk 10/12 miles each day ○ Knowledge of current legislation relevant to the post ○ Knowledge of Health and Safety requirements relative to this post	○ Experience of working in waste collection ○ Previous experience of refuse collection and the use of bin hoists in a refuse collection operation
Skills	○ Able to follow instructions ○ Able to complete relevant paperwork and use IT based systems associated with the post ○ Able to work closely and establish positive relationships with Supervisors and Managers, external agencies, community groups and the public ○ Able to show initiative and also work as part of a team ○ Proven ability to work with minimum supervision ○ Able to deal with enquiries from members of the public in a calm and polite manner ○ Good communication skills	
Personal qualities & Commitment	○ Aim to be compassionate, innovative, empowering, ambitious and respectful in line with the Councils values. ○ Ability to work to sometimes challenging demands and produce high standard of outputs within constraints of timescales. ○ Commitment / enthusiastic / driven to provide quality services and committed to an ethos of continuous improvement. ○ Commitment to own personal and professional development ○ Strong team player ○ Highest standards of personal integrity ○ Commitment to highest levels of service delivery ○ Confident and tactful	
Other factors	○ Prepared to adopt a flexible approach to undertaking broadly similar duties in other area as the workload demands ○ Will be required to work some unsociable hours for to meet service demands, planned and unplanned events including working across weekends and public holidays ○ Will be required to work in all weather conditions for which suitable protective clothing will be supplied	

Disclosure and Barring Service – DBS Checks
○ None

Job working circumstances	
Emotional Demands	

Physical Demands	• Requirement to be able to walk 10 – 12 miles daily • Requirement to be able to lift and move heavy, large and bulky items
Working Conditions	• Be expected to work in all weather conditions, including extreme temperatures
Other Factors	
• Weekend and public/bank holiday working will be required • Early morning and late evening working may be required to meet service demand	