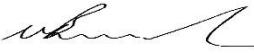


Central Works Depot – Recycling2go

JOB DESCRIPTION

Recycling2go Driver/Crew Leader

Grade: R2GO5	Post Number: 3550
Responsible to:	Recycling2go Co-ordinators
Responsible for:	
Job Objective	To collect and dispose of residual and recyclable waste in accordance with the Council's Goals and Priorities
Main responsibilities	<ul style="list-style-type: none"> • Support the recycling2go Co-ordinators to provide the full range of recycling2go • Undertake a range of manual tasks including loading wheeled bins, bags and bulk containers • Carry out collections in a neat and tidy manner ensuring all spillages are cleaned up • Tip at the agreed locations taking into account on-site arrangements and policies • Select tools and equipment consistent with the work required to complete the days scheduled tasks • As a driver maintain full responsibility for vehicles and equipment, and vehicle cleanliness, assigned to your team at all times. Ensure that the requirements of the driver's handbook are fully complied with • Ensure that any vehicle accidents are reported immediately and complete all relevant paperwork in relation to vehicle accidents • Comply with the Health and Safety at Work Act (1974), the Council's Health and Safety Policy and locally agreed safe methods of work • Conduct suitable risk assessments on site and ensure perceived risks are communicated to team members • Wear provided corporate uniform and safety clothing at all times • Establish and maintain effective working relationships with managers, colleagues and the general public • At the discretion of the recycling2go co-coordinators be prepared to carry out work on other rounds as the need arises • Deal politely and effectively with Borough residents and visitors • Be an ambassador for the Council and its recycling2go service • Be responsible for all paperwork (including weigh tickets, defect report sheets and driver log books) and hand these in on a daily basis • Interpret and execute instructions, including work schedules, and complete all work to a high standard • Carry out pre shift and after shift maintenance checks on the vehicle

	<ul style="list-style-type: none"> • Drive the lorry safely, keeping pace with the loaders and stopping frequently • Position the lorry as close as possible to the location of the rubbish, manoeuvring within tight spaces, deploy reversing assistant • Ensure the health and safety of the loaders and members of the public as far as is practicable • Ensure that load on the vehicle is within permitted weight limits • Return lorry to depot or other Materials Recycling Facility for unloading and supervise emptying • Report back to the recycling co-ordinators any perceived deficiencies in the service • At the discretion of the recycling2go co-coordinators undertake other duties from time to time consistent with the nature of the job described above, particularly in the event of the service having to be postponed due to inclement weather etc.
<p>Crew leader responsibilities</p>	<p>As a crew leader you will take overall responsibility for the crew's performance as set out in the working agreement. Whilst not exhaustive this will include:</p> <ul style="list-style-type: none"> • The health and safety of crew members and the general public • Putting the customer at the heart of all we do • Ensuring paperwork is completed and handed in as required by Co-ordinators • Helping ensure annual requests are managed • Liaise with Co-ordinators regarding any specific problems or issues on their round
<p>Additional information</p>	<p>Working in a team of one driver and one or two loaders, recycling2go Drivers/Crew leaders collect domestic waste and remove it for recycling or disposal. Drivers start work early and continue until the route and tipping is completed. They work an average of 37 hours a week, Monday to Friday on a group task and finish as per the existing local working agreement. There is a contractual requirement to work on a number of Saturdays each year to provide cover for bank holiday refuse collections. This will normally be no more than 4 Saturdays each year. Overtime is sometimes available and required. Drivers work outdoors in all weathers, beginning work in the dark during the winter. Heavy lifting is often involved and drivers must be aware of the risk of injury, from broken glass for example. As a result, drivers are required to wear the protective clothing provided. The work can be dirty, dusty and smelly. Drivers are required to work flexibly with regard to routes, and provide cover for other teams and colleagues during holidays and absence etc. Drivers are often used to load waste into vehicles as well as drive and this position includes loading duties as well.</p>
<p>Approved by: Darryl Burch</p> <p>Signed: </p> <p>Date: 03.10.2018</p>	