



# B O S T O N

## BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR



### Vacancy Details: Refuse Driver

**Closing: Midnight on Sunday 11<sup>th</sup> November 2018**

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Further Information and guidance on completing your application is available in the Application Information and Guidance booklet.

**Please note we do not accept CV's.**



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## Refuse Driver and Operatives

**37 Hours per week**

**Starting Salary: £20,706 p.a**

Working with the refuse team for Boston Borough Council is more than just a job. It's a career... with benefits, which include a career-average pension and up to 31 days' leave each year plus bank holidays.

But it's more than that. There's immense job satisfaction. If residents know nothing else about what the council does, they all know it collects their waste. Our bin lorry crews are some of the most appreciated of all our staff. Our waste services functions regularly feature as the highest rated by the public. People really appreciate what the refuse collection crews do for them.

Applicants should have a keen interest in the environment and enjoy working outdoors in all conditions to undertake the role in a safe, efficient and effective manner to achieve high levels of customer satisfaction. Full training will be given as part of our induction programme.

We are looking to appoint Refuse Drivers to join our waste collection service within the Borough of Boston and areas of East Lindsey. Previous waste collection experience and/or relevant NVQ would be advantageous but is not essential.

Applicants must have previous LGV driving experience, have Category C driving entitlement and hold the Drivers Certificate of Professional Competence (CPC). Annual CPC driver periodic training is provided.

Drivers are required to assist in the loading of all waste onto refuse collection vehicles and are responsible for the allocated vehicle and the crew.

### **WORKING HOURS:**

Hours of work are Monday to Friday (including Bank Holidays) on a rota basis with some Saturday work required. Hours of work start at 5.30am daily. A flexible approach to hours of work is required to support the delivery of this service.

For an informal discussion about this post you can contact the Depot Administrator, Lisa Mallett on 01205 314558 between 09:00 and 16:00 Mon-Fri.

Further information is available in our application pack, which, along with the application form, can be downloaded from our website at [www.boston.gov.uk](http://www.boston.gov.uk).


If you require any assistance please contact People Services on 01205 314204.

**Please note that the Council does NOT accept CVs as application for posts.**

**Closing date: Sunday 11<sup>th</sup> November 2018**



# JOB DESCRIPTION & PERSONAL SPECIFICATION

<b>Boston Borough Council</b> 	
<b>Job Description</b>	
<b>Directorate:</b> Environmental Operations	<b>Service:</b> Refuse and Cleansing
<b>Job Title:</b> Refuse Driver	<b>Grade</b> 4
<b>Reports to</b> Operations Supervisor	<b>Responsible For:</b> Allocated vehicle and crew Allocated round (& other rounds)
Is this post eligible for a DBS check? NO Boston Borough Council will re-check employees, as a minimum, at 3 yearly intervals.	
<b>A Purpose of job:</b>	
1	To deliver a comprehensive refuse and recycling service for the Council under the direction of the Operations Supervisor and Operations Manager, with principal responsibilities to drive refuse collection vehicles and ensure the safe & effective completion of collection rounds across the service and contribute to the effective running of the overall service.
<b>B Main responsibilities, tasks and duties</b>	
1	To be responsible for the safe operation of the vehicle and the completion of the allocated daily task in accordance with the route order and instructions, hazard and risk information, tipping instructions and to ensure compliance with the Council's Health and Safety Policy, Safe Systems of Work and other corporate policy and procedures.
2	To be responsible for the collection crew and to give instructions and training as required which will include agency staff this will include induction training, ensuring correct PPE is used and dealing with minor breaches of H&S, working practices and other policies/procedures.
3	To report immediately to the Supervisor any occurrences where the collection crew fail to ensure that the refuse/recycling service is undertaken in accordance with the Council's Health and Safety Policy
4	To comply with all legal duties placed upon you as a large goods vehicle driver including recording drivers hours, take adequate breaks and rest, drive within driving limits and speed limits, undertake daily vehicle roadworthy walk around checks and record on either the in cab technology or by a manual means both at the start and completion of each day and to ensure that the gross vehicle weight of the allocated vehicle is not exceeded and all loads are secure.



5	To report any vehicle defect using the identified process and present to the vehicle maintenance provider or Supervisor.
6	To undertake daily tasks allocated by the Supervisor which may include additional collections, bulky collections etc.
7	To drive at all times in a safe and courteous manner in accordance with the Council's Safe System of Work and corporate procedures and policies.
8	To ensure that members of the public are treated courteously at all times by the entire crew and to be ambassadors for the Council.
9	To manage customer complaints and report these to the office as necessary for resolution where they cannot be resolved by the driver.
9	To undertake where necessary and oversee the checking of bins for contamination and/or overweight, to record associated premises on the in cab technology or by a manual means and to ensure information tags are left on affected bins.
10	To undertake and oversee the clearance of waste from bin spillages.
11	Using either the in cab technology or by a manual means, record incidents of complaint, near miss, accident, injury, offensive incident etc whilst undertaking the daily task and to report to Supervisor and to accommodate any further investigation or documentation required
12	To communicate with the office before tipping to facilitate vehicles going to assist others in that waste stream before final tipping.
13	To undertake such other allocated duties before the earliest finish time.
14	To comply with the rules, regulations and instruction of the site owners when at waste disposal transfer stations.
15	To attend periodic training as and when required to maintain professional competency and personal development.
16	To ensure the allocated vehicle is presented for cleaning by the vehicle cleaning provider and is kept in a serviceable condition during the working week.
17	Compliance with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and other specific Council policies as appropriate to your role.
18	To use initiative to ensure the effective and smooth running of the round working in conjunction with the wider operational team to deliver a seamless service ensuring that the round is completed in the most efficient manner, identify & resolve issues that arise during the course of the day.

**C Knowledge and skills**



1	<p><b>Knowledge – Essential</b></p> <p>Category C Drivers Licence</p> <p>Drivers Certificate of Professional Competence (CPC). Candidates <b>MUST</b> hold a valid driver qualification card and must update their qualification as legally required.</p> <p>Previous LGV driving experience</p> <p>Good general education, including a good standard of numeracy and literacy.</p> <p>Ability to follow maps and local knowledge of Boston &amp; district streets</p> <p>Experience of working to deadlines</p> <p><b>Knowledge – Desirable</b></p> <p>Similar experience within a local authority or private contractor</p> <p>NVQ Level 2 in Waste Management operations (Waste Collection) or equivalent</p>
2	<p><b>Interpersonal Skills - Essential</b></p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential to the post</p> <p>Good attitude to customer care</p> <p>Ability to work on own initiative</p> <p>Enthusiastic &amp; conscientious</p> <p>Ability to lead a small team</p> <p>Able to deal with members of the public including complaints &amp; service requests</p> <p><b>Interpersonal Skills - Desirable</b></p> <p>Friendly disposition</p> <p>Ability to work effectively within small team including resolution of ongoing issues such as contamination</p>
3	<p><b>Mental Skills - Essential</b></p> <p>Desire to learn new skills, undertaking required training.</p> <p>Ability to solve problems whilst out on the round</p> <p>Ability to work accurately</p> <p>Able to work with minimum supervision</p>
4	<p><b>Physical Skills - Essential</b></p> <p>Physically capable of undertaking this manual role</p> <p>Driving a vehicle that requires the driver to hold a Category C licence, precision required for maneuvering.</p>



	Dexterity is essential, as are co-ordination or sensory skills as there is some demand for precision in use of these skills.
<b>D RESPONSIBILITIES</b>	
<b>1</b>	<b>For supervision</b> Responsibility is limited to the allocated crew and their first line supervision.
<b>2</b>	<b>For people</b> An understanding of the responsibility for safeguarding and promoting the welfare of children is required.  Must be prepared to undertake safeguarding, disability, equality and diversity and Health & Safety training.  This position requires the post-holder to undertake Personal Safety Training, which may be held on a Saturday.  This job involves some direct impact on the well-being of individual, or groups of people through undertaking tasks which directly benefit them – e.g. collection of refuse/recycling.
<b>3</b>	<b>For financial resources</b> This position has no direct responsibility for financial resources
<b>4</b>	<b>For physical resources</b> The job involves regular careful use of very expensive equipment (refuse freighters) and responsibility for the effective cleanliness and reporting defects regarding the vehicle.
<b>E Work environment and demands</b>	
<b>1</b>	<b>Work demands - essential</b> Ability to work a rota system for weekend, bank holiday and out of normal hours as required.  Flexible approach to work.
<b>2</b>	<b>Physical Demands</b> The role involves pushing/pulling of moderate to heavy weights, it is essential that the postholder is capable of this.
<b>3</b>	<b>Working conditions</b> The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.
<b>F Other</b>	
<b>1</b>	The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent



	of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.
<b>2</b>	<p><b>Equal opportunities</b></p> <p>The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>
<b>3</b>	<p><b>Health and safety</b></p> <p>The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>All employees have a duty to take reasonable care for their own Health &amp; Safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> <li>• Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided</li> <li>• Use equipment correctly at all times</li> <li>• Wear or use personal protective equipment provided</li> <li>• Report all unsafe acts, conditions, accidents or near misses</li> <li>• Suggest methods of eliminating hazards and reducing potential risks</li> <li>• Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence</li> <li>• Take part in risk assessments, workplace inspections, safety tours and audits when necessary</li> <li>• Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks</li> </ul>
<b>4</b>	<p><b>Health Surveillance</b></p> <p>Employees are required to undertake such health surveillance, at the cost of the Council, as may be required. This may be identified by risk assessments or be a statutory provision such as those within the Health and Safety at Work Act 1974 and The Control of Noise at Work Regulations 2005.</p>
<b>5</b>	<p><b>Conduct</b></p> <p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times.</p>
<b>6</b>	<p><b>Information security &amp; data protection</b></p> <p>Employees should ensure that confidential material including material about individuals is handled in accordance with the law.</p>



	<p>Employees are individually responsible for any information in their care whether computerised or manual.</p> <p>All Council policies on these issues should be adhered to.</p>	
<b>7</b>	<p><b>Safeguarding</b></p> <p>Employees have a responsibility to safeguard and promote the well-being of all vulnerable adults, children and young people who participate in our services or whom they come into contact with through discharging various functions. This includes situations where the Council works directly with adult, service users who have care of children. Employees should be able to identify abuse or neglect and understand their responsibilities and what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.</p>	
<b>8</b>	<p><b>Values</b></p> <p>We believe that everyone has a role to play in making our council successful.</p> <p>We expect everyone involved with Boston Borough Council to be:</p> <ul style="list-style-type: none"> <li>• open and honest with people</li> <li>• enthusiastic, positive and proud about working for Boston Borough Council</li> <li>• patient with people and take time to understand their concerns</li> <li>• approachable and clear with people</li> <li>• open to new ideas and willing to learn</li> <li>• caring and to treat people with respect, consistency and fairness</li> <li>• focused on customers</li> </ul>	
<b>Job description written by (please print name)</b>		<b>M Fisher</b>
<b>Job description agreed by:</b>	<b>Postholder:</b>	<b>Date: October 2017</b>

