

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Neighbourhoods		Service Area: Care for Your Area
JOB TITLE: Waste Loader		
GRADE: E		
REPORTING TO: CFYA Operation Supervisor		
1.	JOB SUMMARY: To undertake loading duties across a wide range of waste management functions in accordance with the needs of the service and the job profile.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Working within Care for Your Area services, you will be expected to be able to undertake the following duties. • Refuse collection (domestic & trade) loading duties. • Kerbside recycling loading duties. • Green Waste loading duties. • Plastic & cardboard loading duties. • Other waste loading functions as required. • Bulky household refuse collections. • Fly tipping clearance. • Manual gritting duties. • Street cleansing (including manual cleansing). • Other duties (e.g. delivery of bins, boxes, bags) • General labouring duties.
	2.	To work effectively within a team environment maintaining high standards of service at all times.
	3.	Ability to work on your own initiative and perform day-to-day tasks unsupervised where necessary.
	4.	To work proactively toward continuous improvement of the service and individual tasks.
	5.	To report to your team leader / Supervisor any operational issues that cannot be resolved immediately.
	6	To use such technology that is required in performing the job role.
	7	To communicate effectively with residents and members of the public.

	8	To take reasonable care of your own health and safety and to co-operate with management so far as is necessary to enable compliance with the Authority's health and safety rules and legislative requirements.
	9	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	10	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Operational Service Issues – Key Features

- Domestic waste and recycling staff operate a 4-day, 37-hour week (Tuesday to Friday).
- Trade Waste Collection operates a 5-day, 37-hour week (Monday to Friday).
- Bank holiday arrangements are operated by the service in terms of ensuring collection of waste is undertaken on a weekly basis and catch-up arrangements are in place for which payment is included in the annual salary under "working arrangement payment". This also includes Christmas/new catch up-arrangements, which will be determined by management on an annual basis. Where a 37-hour week is not worked (or annual leave taken as agreed by management in advance) deductions will be made from the "working arrangements payment".
- There are 2 mandatory training days per annum on a Monday, which all employees are expected to attend. Failure to attend will result in a deduction from pay as the working arrangements payment details.
- Start and finish will be the depot or any other Council premises location determined by management.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post, and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Jobholders will be expected to embrace such a culture of constant change, adapting to new working methods and new technologies.

A flexible approach towards working hours will be required to meet the needs of the service.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated 8th July 2019



PERSON SPECIFICATION

Job Title/Grade	Waste Loader	
Directorate / Service Area	Neighbourhoods	Care For Your Area
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Ability to demonstrate basic numeracy and literacy skills in line with the requirements of the role.	Willingness to commit to further professional development in the role.	Application form
Experience	Experience of working in a customer focused service. Experience of working in a busy operational environment.	Experience of working in an industrial and/or waste management environment. Experience of working with or for community groups, interacting with the public and wider community. Experience of working in a multi-agency environment. Experience of managing your own workload with little or no supervision.	Application / Interview

Knowledge & Skills	Ability to work to deadlines. Ability to work independently using your own initiative. Ability to work as part of a large team to deliver on collective outcomes and objectives.	Good customer service skills. Good communication skills.	
Specific behaviours relevant to the post	Possess the ability to demonstrate the correct behaviours which underpin the culture statement of Stockton on Tees Borough Council. Be physically and medically fit to undertake the role. Demonstrate high standards of professionalism and integrity.	Passionate, committed and motivated. Possess a flexible and adaptable approach to work, able to vary working hours, sometimes at short notice. Ability to lead from the front, setting an example for others. An ability to work with people at all levels within the organisation and develop continued working relationships.	Application and Interview
Other requirements			

Person Specification dated

8th July 2019