

# Job Description & Person Specification



|                          |                              |
|--------------------------|------------------------------|
| <b>Job Title</b>         | Driver Loader                |
| <b>Division/Location</b> | Daventry Norse               |
| <b>Reporting to</b>      | Waste Collections Supervisor |
| <b>Weekly Hours</b>      | 40                           |
| <b>Grade/Salary</b>      | TBC                          |

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| <b>Job Description</b>   |
| <b>The Role:</b>   |
| To drive one of the Refuse L GV's or other company vehicles, to collect waste from domestic properties or Trade Waste customers.   |
| <b>Main Responsibilities</b>   |
| <ul style="list-style-type: none"> <li>• Carry out and complete works in a safe, clean and tidy manner and within stated timescales .</li> <li>• Execute a high level of Customer Care when dealing with the public and other customers .</li> <li>• Driving and loading of refuse freighters.</li> <li>• Responsible for checking vehicle on a daily basis and reporting faults to workshops .</li> <li>• Ensuring the Refuse Freighter is clean on a weekly basis i.e. both inside and out of body and working mechanisms.</li> <li>• Ensuring the cab is clean and tidy on a daily basis .</li> <li>• Ensure the Freighter is empty before returning to the depot .</li> <li>• Call through to the office when your work is complete to see if other rounds need assistance .</li> <li>• Ensure all bins are returned to where they were collected from originally e.g. property or collection point.</li> <li>• Ensure that the requirements of the Health &amp; Safety at Work Act are fully complied with at all times.</li> </ul> |
| <b>Other Duties</b>  |
| The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.   |

## Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We will focus on the delivery of high standards in all that we do.

**Innovation** – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

**Respect** – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

|                                  |  |           |  |
|----------------------------------|--|-----------|--|
| <b>Approval/Review Date</b>      |  |           |  |
| Approved by Operations Director: |  | Date<br>: |  |
| Approved by HR Director:         |  | Date<br>: |  |

**Trust** – We will be transparent, accountable and take ownership of our responsibilities.

| Person Specification                       |  |                        |   |
|--|--|------------------------|---|
| Category                                   | Requirement  | Essential or Desirable | Assessment Method<br>Application Form (AF)<br>Interview (I) Test(T) |
| <b>Qualifications/ Knowledge/ Training</b> | Valid Driving Licence (Class C minimum).   | Essential              | AF/I  |
|  | Valid Driver Qualification Card/CPC .  | Essential              | AF/I  |
|  | Valid Digital Tachograph Card .  | Essential              | AF/I  |
|  | Thorough understanding of relevant transport legislation in particular , Driving Hours and Working Time Directive (WTD). | Essential              | AF/I  |
| <b>Experience</b>                          | Experience of driving of Class C Vehicles.   | Essential              | AF/I  |
| <b>Skills/Abilities</b>                    | High level of Health and Safety standards.   | Essential              | AF/I  |
|  | Ability to communicate effectively with customers and co – workers at all times.   | Essential              | AF/I  |
|  | Ability to work under pressure.  | Essential              | AF/I  |
|  | Flexibility in working arrangements.   | Essential              | AF/I  |
| <b>Other Requirements</b>                  |  |                        |   |

| General  |
|--|
| <p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 and with any policy introduced by the Company to comply with the Act.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p> |

| Agreement           |  |       |  |
|---------------------|--|-------|--|
| Employee Name:      |  | Date: |  |
| Employee Signature: |  |       |  |

| Approval/Review Date             |  |           |  |
|----------------------------------|--|-----------|--|
| Approved by Operations Director: |  | Date<br>: |  |
| Approved by HR Director:         |  | Date<br>: |  |



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