|  |  |  |
| --- | --- | --- |
| **BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION** | | |
| **DIRECTORATE** | **Place Management** | **POST NO: 41877** |
| **POST TITLE** | **Team Leader Driver (LGV) Recycling** | **GRADE: 6 – SCP 21** |
| **RESPONSIBLE TO: Recycling Supervisors** | | |
| **REPORTING TO THIS POST: Recycling Operatives** | | |
| |  | | --- | | Operations Manager - Recycling  Recycling Collections - Supervisor  Recycling Operative  Team Leader Driver (LGV)  Recycling | | | |

**1. PURPOSE OF JOB**

The primary purpose of this post is to drive recycling collection vehicles (up to 32 tonne Category C licence) and lead the collection crew to required standards, primarily within the recycling collection service collecting kerbside bags and boxes, and from mini-recycling centres.

Key Duties:

* Be responsible for, and drive recycling vehicles of varying sizes
* Carry out driver safety checks daily
* Lead a crew of up to 3 staff
* Operate compaction equipment
* Collect and empty boxes, sacks, wheeled bins and other containers
* Sort waste for recycling into stillage compartments
* Ensure quality of recyclate, leaving contaminants behind in boxes
* Educate residents by ensuring tags are left where necessary to inform of contamination
* Return containers to their designated point of collection and ensure they are left neatly in accordance with training
* Clear up spillages
* Operate in-cab digital technology
* Follow digital mapping system
* Assist in other LGV driving duties as directed

As one of a team, to contribute to the general development of the team and service, in accordance with the Council's Vision and Values, policy and other objectives. In doing this to ensure maximum effectiveness and efficiency and health & safety awareness.

The Council has a set of corporate values (Bold, Empowered, Supportive and Transparent) which underpin everything we do and all of our staff are expected to behave in a way that aligns with our values- please see Section 3 for further information.

This role is a frontline operational role classified as safety critical, working in regulated waste management facilities and on the highway. The requirements of the role governed by health & safety and waste management permitting regulations must be strictly adhered to.

LGV Driver roles within the Place directorate are expected to work flexibly, and to assist in the wider waste, recycling, cleansing and parks areas as required. Opportunities for yellow plant training, forklift training, baler operation and to diversify skillsets to other vehicle types are available for LGV drivers.

**2. PRINCIPAL ACCOUNTABILITIES**

**Service Delivery**

1. Responsible for supervising allocated staff and carrying out operations primarily within the recycling service within Bath & North East Somerset. This will involve driving and overseeing the safe use of vehicles, plant and machinery, including stillage vehicles (romaquips), bin-lift and non-bin lift refuse compaction vehicles and recycling vehicles of different sizes.
2. Required to operate the in-cab technology to required standards, follow customer service procedures to ensure a high quality responsive service to our residents and trade customers.
3. Ensure that crews operate in a clean and tidy manner, clearing all waste, litter and spillages efficiently, and reporting any cleansing issues that you cannot solve back to your supervisor.
4. Ensure that all containers are emptied in accordance with procedure and are presented back to the collection point in a neat and tidy manner in accordance with the approved standard at all times.
5. Ensure that recyclables are sorted into the required compartments on the vehicle and that contamination is minimal to maintain the quality of the recyclate.
6. Ensure that contaminated material is left for the residents with clear instruction as to why it has been let.
7. Ensure that electronic round reporting is accurate and timely.
8. Ensure that crews interact with members of the public in a polite and courteous manner at all times, keeping calm under pressure.
9. Having charge of and being responsible for resources of a significant nature such as recycling & waste collection vehicles, mechanical sweepers, electronic devices.
10. To engage in a considerable supervisory role such as allocation of duties to loaders, collection of missed bins, ensuring that crews are taking action such as tagging non-compliant waste, completion of specific daily tasks etc.
11. Responsible for ensuring that all drivers regulations are adhered to.
12. Responsible for completing all paperwork attributable to the vehicle or plant and work patterns e.g. defect reporting, drivers hours records, log books, tachographs, round tick sheets, etc. Using electronic means of reporting as directed.
13. In addition to the usual range of tools and equipment the use of powered hand tools and light plant could be required.
14. Ensure customer tags are accurately used to notify customers of issues which mean their boxes cannot be collected on that occasion.

**Management**

1. Employees at this level will be expected to work with minimal supervision and to accept responsibility for the direction of the work of trainees, agency staff and/or other employees assigned to them.
2. Work closely with line manager to achieve the goals of the team, department and Council.
3. Take and comply with instructions from line manager.
4. Ensure conformance to equal opportunity and data protection policies.
5. Liaise with customers & management on operational matters including advising on potential abuse of services e.g. Fly tipping, Trade Waste, waste not presented in accordance with policy, litter, potholes, overhanging vegetation etc.
6. Regularly check standard of work and maintain and return records in compliance with service quality systems. Implement remedial action as necessary and liaise with the Waste, Recycling and Cleansing Managers in respect of unresolved problems.
7. Ensure that reversing assistants are used, in accordance with safe systems of work, in order to minimize any damage to vehicles.
8. Manage team by working in conjunction with supervisors and other team leaders within job area to ensure that all allocated work for the day is completed. Ensure that any spare vehicle capacity is fully utilized.

**Working in a team**

To ensure that you and all team members;

1. Wear Personal Protective Equipment supplied by the council at all times when on duty.
2. Abide by the Council’s Health and Safety policies and safe working practices at all times including the Council’s Drug and Alcohol policy in relation to safety critical roles.
3. Have the necessary training and support required to do their jobs well.
4. Carry out mentoring and training to crews as required.
5. With the service managers participate in the formulation of detailed Team objectives.
6. With the service managers ensure the effective and efficient implementation and delivery of Council services and the achievement of the Council's objectives.
7. To contribute to co-operative working across service areas. Work flexibly across other service areas as required for reasons of business continuity.
8. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
9. To assist in ensuring effective external and internal working relationships are established and maintained relevant to the work of the service.
10. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.
11. All Crews are expected to work to the objectives of the overall service, helping with other rounds as directed to ensure daily work as a whole team is completed.

**Service Development and/or Delivery**

1. Under the direction of supervisors and the Operations Manager, ensure the effective and efficient implementation of Council policies and the achievement of the Council's objectives including financial ones.
2. Participate in the development of team objectives and policies and support its effective communication and implementation in service areas.
3. Support the ongoing review and development of any policies procedures and processes. Keep up to date with external developments in practice to inform changes in policy and procedure and for use as appropriate when advising line managers.
4. Drive in a fuel efficient manner, avoiding harsh braking, excessive acceleration and excessive idling to minimize fuel consumption and CO2 emissions.

**Other**

1. Work very closely with others in the Councilto achieve the aims and visions of the Council, sharing information and ideas, and promoting a consistent, organisational wide approach to policy and practice.
2. Support the ongoing review and development of any policies procedures and processes.Keep up to date with external developments in practice to inform changes in policy and procedure and for use as appropriate when advising line managers.
3. Ensure conformance to equal opportunity and data protection policies.

**3.VALUES AND BEHAVIOURS FRAMEWORK: Improving People’s Lives**

|  |  |
| --- | --- |
|  | We are *bold* in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives. |
|  | We *empower* our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
|  | We are ***supportive*** and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
|  | We are **transparent**, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |
|  | |

These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

**4. DIMENSIONS**

The Recycling Collections Team Leader will work within a designated service portfolio with a high degree of diversity with variable workforce compositions, business needs and priorities.

Number of staff managed : 3 in a crew, consisting of loaders, agency staff, trainees. Crews will vary.

Departmental budget : Nil

Section budget : Nil

Responsible for specialist equipment to the value of : £160K

Responsible for materials to the value of £8K monthly

**5. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

**Physical Effort**

These posts require continuous physical effort throughout the working day as well as strength and endurance including lifting of waste, moving of bins and walking significant distances.

**Working Environment**

These posts are subject to continuous environmental pressure throughout the year in terms of heat, noise, smell, (cold, wet and heat). The majority of work is outdoors.

**6. GENERAL**

Undertake such other duties and responsibilities as are specified by the Management team and are commensurate with the level of the post.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within the service operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

**Hours of Work**

All Recycling Collections Team Leaders and Operatives within the service are employed to work 37.5 hours per week. Core hours are an 8 hour shift between 6am and 7pm Monday to Friday with 30 minutes unpaid for lunch each day which must be taken. Daily working hours are flexible to accommodate the needs of the service requirements and your finish time will depend on the whole team completing the work.

All bank holidays are to be worked except Christmas Day, Boxing Day and New Year's Day. Bank Holidays worked will be paid at time and half and with a day off in lieu.

Catch up Saturdays are to be worked for the 3 Saturdays following the Christmas bank holidays. This is a requirement of the service, it is not voluntary and all Waste Collections Operational Staff will be rostered to undertake the work.

In exceptional circumstances such as extreme weather, or when work remains uncompleted due to unforeseen circumstances you could also be required to work weekends.

You have a responsibility to maintain a valid CPC qualification. Driver CPC training is organised and funded by the Council for you. To maintain business continuity this will be out of hours, including Saturdays for which you will be paid overtime. If you do not wish to attend the Council organised training you must demonstrate you have undertaken training elsewhere to maintain the validity of your CPC registration.

Flexibility to drive for other services within your skillset, and to work the occasional weekend or overtime to finish uncompleted work within the Service is a requirement of this role.

On occasion essential training may be arranged out of hours to maintain business continuity, such as basic first aid training. You will be paid overtime and reimbursed for mileage and any parking charges. You will be given reasonable notice if this is the case. If your personal circumstances mean that you cannot attend then we will make best endeavours to accommodate you during the working week, but this may not always be possible.

Taking items of waste for personal gain is strictly prohibited without approval from a manager and following the correct procedure.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within the service operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

Operational roles with Neighbourhood Environmental Services (waste & recycling, parks, fleet, cleansing) operate with flexibility and staff may be required to work within different teams, carrying out roles appropriate to their skillset as needs arise, to ensure priority work is completed on behalf of our communities and to ensure our statutory obligations to provide services are met.

|  |  |  |  |
| --- | --- | --- | --- |
| **7. PERSON SPECIFICATION** | | | |
| **POST TITLE** | **Team Leader Driver (LGV) Recycling Collections** | | |
| **QUALIFICATIONS:** | | **Essential** | **Desirable** |
| Basic English and maths. | |  | x |
| Driver must have a clean LGV (Cat C) licence. | | x |  |
| Driver must complete reversing assistant and manual handling training. | | x |  |
| Drivers must be the holder of a Certificate of Professional Competence (CPC) card. | | x |  |
| Driver must complete the required hours of CPC training per year. | | x |  |
| Basic First Aid training – to be completed within 6 months. | | x |  |
| **PERSONAL QUALITIES** | | | |
| Strong team player with a collaborative work style. | | x |  |
| Ability to instruct other team members. | | x |  |
| The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement. | | x |  |
| Strong influencing and negotiating skills. | | x |  |
| Ability to cope with conflicting demands and deadlines. | | x |  |
| Ability to assimilate new information quickly. | | x |  |
| Understand our Values and behave in a way that is consistent with them. | | x |  |
| **KNOWLEDGE & EXPERIENCE** | | | |
| Driver must have good communication skills. | | x |  |
| Driver must have good customer care knowledge and skills. | | x |  |
| Driver must have ability to stay calm under pressure. | | x |  |
| **SKILLS & ABILITIES** | | | |
| The ability and flexibility to work across and support a wide-range of services within the Council and the ability to work with other partner or commissioned organisations. | | x |  |
| The ability to use electronic tablet for round reporting, logging of issues and customer service information. | | x |  |