

## **ENVIRONMENT & REGENERATION DEPARTMENT**

Kerbside Collector/Loader with Relief Driver duties

Pay Band 1 SCP 8 – 12 (£14,881 - £18,316) commencing on point 8

Working as part of the Kerbside Team you will be responsible for achieving high standards of recycling and waste collection. You must be physically fit and be willing to work outdoors in all weathers and a full current HGV driving licence is essential (Pay Band 3 applicable when relief driver duties are carried out).

Application packs can be obtained from the HR Department on 696455, downloaded from [www.douglas.im](http://www.douglas.im) or collected from the Henry Bloom Noble Library. Closing date for the receipt of completed applications is 5.00 pm, Friday, 28<sup>th</sup> July 2017.

# **PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015**

## **JOB OUTLINE**

<b>DEPARTMENT</b>	Environment & Regeneration
<b>SUB-SECTION</b>	Waste Services
<b>DESIGNATION</b>	Kerbside Collector/Loader/Relief Driver
<b>REPORTS TO</b>	Assistant Waste Services Manager (Refuse & Recycling)
<b>DURATION OF POST</b>	Permanent
<b>BASE</b>	Service Centre, Ballacottier
<b>GRADE</b>	Pay Band 1 SCP 8 – 12 (£14,881 - £18,316) Relief driving duties Pay Band 3 (16,587 - £20,251)
<b>HOURS OF DUTY</b>	Normal hours of work – 37 hours per week Monday – Thursday 8.00 am 12.00 m/d (½ hour lunch) 12.30 pm – 4.30 pm Friday 8.00 am – 1.00 pm

No overtime payments paid until 37 hours have been worked.

Overtime paid in accordance with the Public Service Commission Memorandum of Agreement

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### **JOB PURPOSE**

Form part of the Kerbside Team responsible for achieving high standards of recycling and waste collection, collecting from designated areas within and outwith the Borough of Douglas. Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

Provide cover in the absence of the Kerbside Collection Drivers operating/driving the wagon allocated for Kerbside Collections on a relief basis, as requested.

### **DUTIES WILL INCLUDE**

1. Responsible for the collection of recyclable materials or products from domestic properties, commercial properties and roadside bins. Duties will include the following:
  - Kerbside recycling collections, including paper, plastics, cans, cardboard, glass and aluminium from households listed in the relevant route list for recycling
2. Act as Relief Driver, when required. Assist the collection team whilst undertaking relief driving duties. Drive the vehicle in accordance with the instructions/manual handling risk assessment issued for the safe/legal operation of the vehicle. Complete all relevant paperwork on a daily basis or as otherwise requested.
3. Ensure all bins/boxes are emptied properly, treated with care and returned to the proper location, reporting any problems to the line manager.

4. Clean up any spillage that occurs during the collection process, and where possible ensure that the bins, boxes and paper stacks are returned to a secure location in order to avoid any loss or damage.
5. Operate vehicle lifting equipment and any other machinery that may be required to carry out the duties of the post. To ensure such equipment/machinery is treated with due care and attention (training will be provided).
6. Operate a fork-lift if required (training will be provided).
7. Recognise items which must not/will not be collected and to notify the customer accordingly (e.g., fridges, builders rubble, oils, stones, etc). To report to the customer/line manager problems relating to bin overloading, side waste, fly-tipping, illegal dumping or damage.
8. Assist the driver in ensuring the vehicle and equipment are kept in a clean and serviceable manner.
9. To carry out the duties of a banks man when required, particularly during reversing manoeuvres (training will be given).
10. Interdepartmental work as required/necessary
11. Total compliance with the Council's no-smoking policy in vehicles and other buildings.
12. Responsibility for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others
13. Such other duties of a similar level of responsibility as may be required from time to time by the Waste Management Officer

## RESOURCES THE JOB OCCUPANT IS RESPONSIBLE FOR

- Refuse vehicle and associated equipment

## CONTACTS THE JOB OCCUPANT MIGHT ENCOUNTER

- Other local authority and government employees
- Private contractors
- Members of the public

## SUPERVISION

- |                             |         |
|-----------------------------|---------|
| • Kerbside Collector/Loader | None    |
| • Relief driver             | up to 5 |

## HEALTH

Physically fit

## TRAINING

Training provided as required

## INTERDEPARTMENTAL WORKING

You may be required to carry out such other duties of a similar level of responsibility that may be assigned to you by your line manager. You may also be required to work at various locations within and outwith the Borough of Douglas and from time to time you may be required to undertake interdepartmental working.

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## SELECTION CRITERIA

### Essential

1. Physically fit, with the ability to lift, bend, walk distances and carry heavy items
2. Ability to communicate effectively with members of the public
3. Experience of outdoor manual work, the ability to work outside in all weathers
4. Capable of working individually or as part of a team
5. Ability to monitor the service and report any problems encountered
6. Must be flexible and willing to work across the various activities undertaken by the Waste Services Section
7. Current full driving licence (HGV)

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### For office use only:

Signed Employee	_____ (	)	Date	_____
Signed Line Manager	_____ (Sean Kelly)		Date	_____
Signed Chief Officer	_____ (Dana Eynon)		Date	_____