



<b>Job description</b>	
<b>Job title</b>	Seasonal Recycling Team Leader
<b>Grade</b>	Pay Band F / SCP 12- 17
<b>Directorate</b>	Communities and Neighbourhoods
<b>Section/team</b>	Waste Management Service
<b>Accountable to</b>	Recycling Manager
<b>Responsible for</b>	Recycling Officer
<b>Date reviewed</b>	20/12/2019

### **Purpose of the Job**

To lead a team of up to 3 Recycling Officers with responsibility for the provision of a high quality, value for money municipal waste collection service to the residents of Knowsley.

This includes the management of operational team performance, the quality assurance of completed work, and engagement with the public to secure their high satisfaction with the service and participation in recycling.

### **Duties and Responsibilities**

- 1) lead and work as a member of a team engaged in the collection and disposal of recyclable material and waste from various types of premises.
- 2) *To ensure that all work is carried out to the specified standards as per working procedures / schedules, management instructions and agreed waste collection practices.*
- 3) To drive Heavy Goods Vehicles and light commercial vehicles used for refuse collection and recycling duties.
- 4) To assist the Recycling Officer in the loading of waste into the vehicle when practically possible and provide full co-operation to them at all times i.e., to move and empty waste receptacles used by the Council.
- 5) To full fill the role of a Recycling Officer as and when required.



- 6) To transport collected waste as directed to designated transfer stations, waste processing facilities and landfill sites for deposit in an efficient, safe and proper manner in accordance with the relevant rules and regulations.
- 7) To complete the agreed scheduled waste collection duties each day.
- 8) To work outside normal working hours where extended breakdowns, delays at waste transfer stations, or bank holidays make it necessary to do so i.e., to complete service delivery on the specified day.
- 9) To be responsible for ensuring that Assisted Collections forming part of allocated duties are completed as scheduled.
- 10) To ensure that all waste collected is placed into the relevant compartment(s) on the waste collection vehicle.
- 11) To be vigilant to any waste spillage arising from waste collection operations and deal appropriately with these situations in order to clean-up any such spilt waste from the highway.
- 12) To be proactive when access to collection containers is denied i.e., if containers can be carried / wheeled past the obstruction or if the waste collection vehicle can gain alternative access this must be done.
- 13) To operate on an individual team “task and finish” arrangement with a pace of work that is purposeful but safe to team members, support staff, external agencies, and the public.
- 14) To provide assistance, as directed by the Recycling Managers, to other teams involved in waste collection duties as and when required in order to complete service delivery on the specified day i.e., when a breakdown / service delay outside the control of a collection team has delayed a crew for more than 1 hour.
- 15) To ensure that emptied waste containers are returned to the agreed collection point in a tidy manner that is safe and minimises the risk of obstruction to the public or customers.
- 16) To collect side sacks and any additional waste presented by residents in addition to that contained in the wheeled bin as and when instructed.
- 17) To operate the vehicle efficiently and in such a manner that enables the scheduled collections to be completed each day.
- 18) To provide full co-operation to the Recycling Officers at all times.
- 19) To be responsible for the day-to-day supervision of the Recycling Officers allocated to work with the waste collection vehicle being utilised in terms of



supervising waste collection duties, rest breaks, motivation, compliance with health and safety rules, customer care, efficient service delivery, and the routine cleaning of the waste collection vehicle.

- 20) To report any delays in service delivery as soon as practicable to Recycling Managers.
- 21) To support and participate in training and development activities as defined within the Waste Management Service Training and Development Plan and to maintain an awareness of all relevant legislation / policy specific to this role.
- 22) To report for work at the Directorate's Waste Collection Service office, Stretton Way Depot, at 6.30am on all relevant working days.
- 23) To book off work at the Directorate's Waste Collection Service office, Stretton Way Depot at the end of each relevant working day.
- 24) To return for any missed collections reported against collection rounds undertaken during the course of the same working shift if reported by 1.30pm or first thing the next working day if after this time.
- 25) To complete during the working shift details of work completed, hours worked, waste containers not emptied, public participation in services, complaints and other waste collection and Directorate related issues.
- 26) To utilise information gained from the Council's vehicle tracking systems to ensure effective, safe and efficient working practices.
- 27) To use communications systems to report any factors causing a delay in service delivery to the Recycling Managers as soon as it is practical and safe to do so.
- 28) To utilise technology in a timely manner as directed in order to secure the effective performance and delivery of the service e.g., through taking digital photographs of neighbourhood management issues such as non-conforming bin presentation and reporting such information via mobile technology.
- 29) To provide information to residents as required in respect to change in collection dates or any other relevant Council information e.g., through verbal communication, leaflets delivered through residents' letter boxes and bin stickers.
- 30) To promote waste minimisation and recycling to the public through responding positively and informatively to any comments / questions raised by members of the public during the delivery of the service.



- 31) To support as necessary initiatives with respect to the enforcement of environmental legislation to tackle anti-social behaviour and environmental crime.
- 32) To assist in the investigation and resolution of service requests.
- 33) To act as ambassadors for the Service by working in a professional, courteous and positive manner.
- 34) To be vigilant to any issues that are identified as being relevant which may range from neighbourhood management / street scene matters to those relating to the welfare of vulnerable sections of our communities, and to report to managers as appropriate

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Health and Safety**

- 1) To ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and KMBC Waste Management Group Codes of Practice and Safe Working Procedures.
- 2) To report all vehicle and associated equipment defects immediately to a Recycling Manager and to ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities.
- 3) To ensure that a Recycling Officer is allocated as a vehicle banks man when reversing the designated waste collection vehicle.
- 4) To use equipment as instructed and trained
- 5) To carry out routine cleaning, maintenance and safety checks on waste collection vehicles and associated equipment (e.g. tyre, oil and water checks, and cleaning) at the beginning and end of shift to ensure that they are presentable, safe to use, fit for purpose and to minimise downtime.
- 6) To operate and control the mechanical lifting gear (manual or automatic) on a waste collection vehicle so as to collect waste in a manner that is safe for fellow operatives and the public and avoiding damage to vehicles.
- 7) To safely operate the ejection and tipping mechanism on refuse collection vehicles as per manufacturer's instruction and training, Council codes of practice and any specific site instructions.



- 8) To ensure that the protective clothing issued by the Council is worn correctly by all team members at all times and is maintained in a clean and tidy condition.
- 9) To display that Council's personal identity badge at all times.
- 10) To inform management of any health and safety issues which could place individuals in danger.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.