

ROYAL GREENWICH

JOB DESCRIPTION

Department: COMMUNITY SERVICES

Section: STREET SERVICES

Grade: Scale 4

Designation: CHARGEHAND DRIVER – WASTE (HGV)

Purpose of Job

To lead a team of Waste Operatives undertaking the collection of household and commercial waste. Teams will be responsible for collecting general waste or recyclables or organics or bulky (special) waste items from a variety of locations including houses, flatted estates, shops, schools, Council buildings etc.

Main Duties

1. To supervise and lead a team of Waste Operatives providing waste collection services. To provide services in accordance with a daily work schedule, giving “assisted” collections to identified residents. As required, to return to properties for late collections or missed bins.
2. To ensure all personal protective equipment (PPE) is worn and that the working practices employed in dealing with waste in wheeled bins, sacks and communal containers reflect all Health & Safety requirements. As required, ensure all accidents are reported.
3. To ensure special or bulky waste items are moved and loaded in accordance with good health & safety practice. Ensure items are sorted by type on the vehicle to enable them to be safely and carefully unloaded to separate areas within the Councils disposal site. To ensure electrical and electronic items are separately handled in accordance with the WEEE (Waste Electrical and Electronic Equipment) Directive and, where applicable, the hazardous waste criteria.
4. To ensure the various waste types are presented in the appropriate containers and, where necessary, ensure residents are provided with relevant information on the range of services that the Council provides together with the rules surrounding their respective use. As necessary:-
 - a. record failures to use the appropriate containers on the daily round sheet as evidence to support the levying of future fines
 - b. arrange for contaminated loads to be collected as general waste
5. To maintain knowledge and awareness of the requirements surrounding the separate handling and treatment of hazardous wastes and report incidences requiring follow-up action to the Waste Supervisor.
6. As appropriate, to provide assistance in collecting and loading wastes to the vehicle.

7. To deliver waste to the appropriate site for disposal/processing, ensuring all site delivery, transportation and unloading rules and regulations are followed.
8. To receive specialist manufacturers training in vehicles and vehicle related equipment and attain the required standard.
9. To undertake training sessions, as required, to fully meet the obligations and regulations associated with the retention of the Drivers CPC.
10. To undertake daily checks to the large goods vehicle (LGV) in accordance with manufacturer's instructions and report any defects or damage to the Operational Supervisor and Fleet Management.
11. To be responsible for the safe driving and use of the vehicle in heavy traffic and in residential areas. To deal with problems arising from parked cars and other obstructions to access.
12. To use the supplied mobile phone to maintain contact with Operational Supervisors. To undertake paperwork duties - including bonus sheet preparation and recording required changes on the returned daily work schedules. To liaise and discuss with Operational Supervisors any problems/issues surrounding the collection round including reporting bin damage, new participants to recycling, misuse of containers etc.
13. To deal with queries and complaints from the public or local businesses and seek to resolve issues arising. To provide general information on the range of waste services provided and promote the use of the Councils various recycling schemes.
14. To undertake pavement gritting and snow clearance as required during periods of adverse weather.
15. To comply with all procedures and instructions as set out in the Drivers Handbook

Designation of post to which post holder normally reports:

OPERATIONAL SUPERVISOR