

UBICO LTD

**PERSONNEL SPECIFICATION FORM**

Applicants Please Note: You may retain this form for your information.

Ubico Ltd	Division: Operations
Job Title: Loader	Grade: C
Drawn up by: Beth Boughton	Signature:

Does this post require a Criminal Records Bureau disclosure? NO

If yes, at what level, ENHANCED or STANDARD (delete as appropriate)

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)	Assessment Code
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <p>(i) Ability to read and follow basic information / instructions</p> <p>(ii) Ability to work as part of a team</p> <p>(iii) Ability to effectively communicate factual information and customer feedback to colleagues and management</p> <p>(iv) Ability to use initiative and work with minimum supervision</p> <p>(v) Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</p> <p>(vi) Ability to maintain a quality service delivery and operate within the values of the company</p> <p>(vii) Fit and able to lift heavy objects and walk 8-10 miles each day at a brisk pace.</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p><b>B. Knowledge</b></p> <p>(i) Basic knowledge of refuse and recycling operations</p>	<p>S/I</p>

<b>Essential Criteria</b>	<b>Assessment Code</b>
<b>C. Work Related Experience</b> (including voluntary/unpaid work) (i) Supervising a team (ii) Working as part of a team.	S/I S/I
<b>D. Qualifications</b> - for which there is a legal/professional requirement	S S
<b>E. Circumstances</b> (i) A flexible approach to working hours and tasks allocated is required. (ii) Previous experience of working with mobile or static plant and equipment. (iii) Prepared to work outdoors in all weather conditions. (iv) Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.	S/I S/I S/I S/I
<b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during shortlisting) (i) Previous refuse and recycling collection experience or experience of manual work (ii) Good knowledge of Cheltenham and the surrounding area	I I

<b>Criteria Assessment Code Descriptors</b> <b>S</b> - To be assessed at shortlisting for interview. <b>I</b> - To be assessed at interview <b>T</b> - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)
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<b>FOR OFFICE USE ONLY</b>
<b>Verification Statement</b> I confirm that this Personnel Specification has been approved by:  Name: _____ Designation: _____  Signature: _____ Date of Approval: _____  <b>This statement must be completed before the form is sent to Human Resources</b>

## **Job Description**

<b>Job Title:</b>	<b>A Loader</b>
<b>Post No:</b>	
<b>Grade:</b>	<b>C</b>
<b>Group:</b>	<b>Operations</b>
<b>Division:</b>	<b>Waste and Recycling</b>
<b>Location:</b>	<b>Stroud Depot</b>
<b>Responsible to:</b>	<b>Waste and Recycling Supervisor/Chargehand</b>
<b>Responsible for:</b>	<b>No direct reports</b>

### **Part A: Job purpose**

The post holder will support the company's waste collection teams in terms of the areas of activity listed within Part C.

This job description operates in conjunction with the company constitution including the scheme of delegations.

### **Part B: Key result areas**

#### **1. Own personal management and development**

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy;
- b) to ensure that the company's equal opportunities policies are followed and actively practice social inclusion within own area of service;
- c) to read and respond to corporate communications and information which is disseminated;
- d) to participate in the company's agreed performance appraisal system.

#### **2. Responsible for all physical resources and budgets allocated to the unit.**

- a) no budget responsibility;
- b) ensure all resources (including refuse collection vehicles, wheeled bins etc) are used safely, legally and efficiently;

- c) to comply with standing orders, financial regulations and all other company policies and systems for ensuring financial probity.

### **3. Professional / technical**

- a) maintain personal professional/technical competence within the service area in part C;

### **4. Other responsibilities**

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery;
- b) to comply with all aspects of the corporate health, safety and welfare policy;
- c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

## **Part C - Specific Service Areas**

### **General Loading Roles and Responsibilities**

1. to assist the Waste and Recycling management team and administrative staff in communicating information to ensure good customer service in the delivery of different types of waste materials, including providing residents with information where necessary;
2. to undertake training on the safe operation and use of a range of waste vehicles, particularly lifting and compaction equipment where necessary;
3. to load different types of waste materials presented in to the relevant vehicle, and where appropriate operate compaction or other equipment in accordance with manufactures' instructions;
4. where appropriate, to sort specific materials in to the appropriate vehicle to ensure no unacceptable materials are allowed to contaminate loads;
5. to collect and move bulky or special items as instructed via Charge-hand / Supervisor complying with all Health and Safety Safe Working Practices;
6. to assist the Supervisor and Charge-hand with the supervision of temporary agency staff, to ensure that they are carrying out their duties professionally, safely and efficiently;
7. to help maintain and replace waste containers as directed by Supervisor / Charge-hand, including basic fixing of wheeled bins, replacing bins, boxes, lids or bags;

8. to be alert to any unusual circumstances and bring them to the attention of the Charge-hand / Supervisor;
9. to stand in as crew Charge-hand when your Line Manager believes that you have the relevant experience;
10. to work a task and finish system of work as outlined in agreed local terms and conditions of work;
11. to not deliberately cause disruption to the service in any way;
12. to clear up any spillage, however caused whilst out on the round;
13. to assist the cleansing driver in safe manoeuvring of the vehicle wherever necessary;
14. to assist with the external and internal cleaning of vehicles;
15. to comply with the rules of the road – especially the Highway Code;
16. to carry out snow clearance duties as directed by Supervisor when required