



## **Waste Collection Crew Manager**

### **Waste Management team**

**Salary: Band 8 - £37,937 p.a. for 38 hours per week inclusive of 1 hour per week contractual overtime £1,538 p.a. This gives a total annual salary of £39,475 p.a.**

### **Permanent**

### **The Service**

The Waste Management service is part of the Housing, Neighbourhood and Building Services Directorate and is based at the Waste Collection Depot, 24-26 Alchorne Place, Portsmouth, PO3 5QL

The waste collection team work to 'enable recycling and remove waste on collection day'. We manage a range of refuse and recycling services from our Alchorne Place depot. We service all households every week completing millions of collections every year. The work is carried out in all weathers.

### **What is the role?**

This role manages the teams of driver and loaders who collect refuse and/or recycling materials from waste containers - kerbside, communal and bring banks sites and deliver containers.

The service operates Monday to Friday from with an earliest start time of 6am.

You will manage the drivers and loaders day to day work. This includes approving leave, managing low level sickness absence and making changes as necessary to ensure the service is delivered.

You will assist with the induction and training of all staff and ensure that staff maintain a safe system of work at all times.

You will deliver on the job training and tool box talks.

You will meet with residents as required to assess for assisted collections or resolve issues. You will also investigate reported incidents or insurance claims.

From time to time you may be required to drive Refuse Collection Vehicles (RCVs) and may be required to drive other vehicles such as vans and caged tippers. You may be required to work on all types of refuse and recycling collections.

You will highlight issues with collections to the management team and work with waste colleagues, other departments and agencies to resolve issues.



Whilst most of your work is planned, the service has to manage unexpected issues on a daily basis - this can include vehicle breakdowns to traffic issues and plans have to be adjusted at short notice - this will be an important part of your work and you will need to work quickly to ensure service delivery is completed and also communicate this with the crews, other colleagues and the public when necessary.

You will be contracted to work on all bank holidays (except Christmas Day, Boxing Day and New Year's Day if they fall on a weekday) and up to 3 Saturdays over Christmas.

### **Who is the person?**

You need to:

- 1) Hold current LGV C level driving licence would be desirable but not essential.
- 2) You will have experience of the waste collection industry and understand the requirements of the logistics of this type of operation
- 3) Experience of using Microsoft office applications, and databases. This should include using data to improve services
- 4) Have a good understanding of the types of issues that crop up and be able to act promptly to resolve and/or escalate when necessary
- 5) Experience of problem solving eg repeated misses, access issues etc
- 6) Be a good communicator, and be able to listen and give clear explanations to staff and residents
- 7) Have good local geographical knowledge
- 8) Have a good understanding of Health and Safety legislation in relation to the workplace and around the vehicle. Experience of reviewing and writing risk assessments and implementing these with staff. Knowledge and understanding of adhering to the safe systems of work
- 9) Have a good understanding of manual handling
- 10) Have an understanding of different waste types and what constitutes contamination, or non domestic waste and carrying out collections in line with the Council's collection policy
- 11) Have an understanding and experience in managing customer information, including personal and sensitive data in accordance with GDPR

**"All employees working at the Waste Collection Depot are subject to a Substance Misuse - Drug & Alcohol Testing Policy and the Council reserves the right to carry out with cause and random testing".**

**"Your contractual hours are 38 per week (37 hrs plus 1 hr contractual overtime), which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service."**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent



about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

