



HYNDBURN

The place to be
an excellent council

Job Description

Job Title:	WASTE SERVICES OPERATIVE
Post No.:	
Service:	ENVIRONMENTAL SERVICES
Section:	WASTE SERVICES
Agreement:	NJC FOR LOCAL GOVERNMENT SERVICES
Range:	SCP 7 - 11
Other:	SAFTEY CRITICAL ROLE – This role will be subject to random drug & alcohol screening

Organisational Relationships:

- a) Reports to: Waste Services Team Leader / Waste Services Officers
- b) Supervises: None
- c) Co-ordinates with: Other employees within the Authority. Also, representatives of external organisations and customers.
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To deliver a wide range of Environmental services such as the collection waste materials from households / trade properties, off the streets and open spaces and wider street cleaning within the Borough.
- To take responsibility for your own Health and Safety and that of your colleagues and members of the public.
- To be part of a team that achieves all daily targets within the normal working day, driving duties may apply when required.
- To promote and support the principles of waste minimisation and recycling and improve environmental cleanliness in a positive manner.

Main Duties and Responsibilities:

- 1) On a day to day basis, undertake the collection of all waste materials from households / trade properties, streets and open spaces within the Borough.
- 2) To be a willing team player and ensure that all your daily tasks are completed within the normal working day, including assisted collections, pickups, missed collections, clearing fly-tips etc.
- 3) To be committed to the aims of the service and achieving all performance targets.
- 4) To display the Council's Corporate Values and be a willing member of a wider group of Environmental Services staff providing daily services to the taxpayers of the Borough.
- 5) To carry out all your duties with due regard to your own, fellow crew members and members of the general public's Health and Safety.
- 6) To act as reversing assistant and assist the driver of collection vehicles in manoeuvring the vehicle, especially when reversing.
- 7) To be committed to getting the job done right first time and flexibility to help out when needed to ensure all daily tasks are completed on time, mobile working will be part of the role and you will be required to drive a vehicle when needed.
- 8) To present receptacles to vehicles and load the appropriate contents into the appropriate compartments and return receptacles to the correct properties and / or the correct positions taking special care with assisted collections and communal collection points.
- 9) Deliver information leaflets and add information to labels and attach to waste receptacles or post letters where householders are not conforming to the Council's policies.
- 10) Provide polite assistance and advice to residents in order to assist them in managing their waste.
- 11) To help keep the environment clean by safely dispose of hazardous substances and materials such as needles, asbestos, dead animals and reporting items which cannot be physically moved by the whole collection team.
- 12) To assist the driver in completing daily information submission and daily vehicle checks and on the job training of any temporary or new employees after their initial induction training.
- 13) To be flexible in order to assist with the delivery of other Streetscene activities as required, e.g. street sweeping, litter picking, clearing fly tipping, bulky household collections, deliveries and drive certain Council vehicles as required and as permitted by a standard car driving licence.
- 14) To deal with customers and colleagues openly and fairly at all times and promote mutual respect.
- 15) Any other duties which may from time to time be required by Waste Services Team Leader or Waste Services Officers which are commensurate with the grading of the post.

NB In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010. - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a level 2 qualification in English and Maths.

PERSON SPECIFICATION

JOB TITLE	WASTE SERVICES OPERATIVE	POST NO.	
------------------	---------------------------------	-----------------	--

PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) REFERENCES (R) TEST (T)
QUALIFICATIONS 1. Category B driving licence. 2. Category C1 driving licence	E	D	A/I A/I
EXPERIENCE 1. Experience of working and delivering services to deadlines. 2. Experience of working outdoors in all weathers conditions. 3. Experience of delivering services to householders/members of the public. 4. Experience of undertaking waste collections, street sweeping or other Environmental Services activities.	E E E	D	A/I A/I A/I A/I
KNOWLEDGE/SKILLS/ABILITIES 1. Ability to lift and carry heavy weights on a frequent and repetitive basis and walk considerable distances. 2. Be committed to achieving targets & getting the job done right first time. 3. Be a willing team worker. 4. Be flexible and willing to work across the various activities undertaken by the Waste Service section. 5. Ability to deal with customers / residents in a polite and friendly manner. 6. Have good literacy, numeracy and communication skills. 7. Ability to drive certain collection vehicles (standard car licence) 8. To manage your own and that of your colleague's Health and Safety 9. Have an understanding of waste minimisation and recycling.	E E E E E E E	D	A/I A/I A/I A/I A/I A/I/T A/I A/I/T A/I
ADDITIONAL REQUIREMENTS 1. Willing to work out of hours, including evening, weekend and Bank Holidays. 2. Be physically capable in order to walk alongside collection vehicles, manual handle waste and lift heavy waste receptacles on a frequent and repetitive basis.	E E		A/I A/I
OTHER 1. Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).	E		R

Equality Act 2010. - Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.