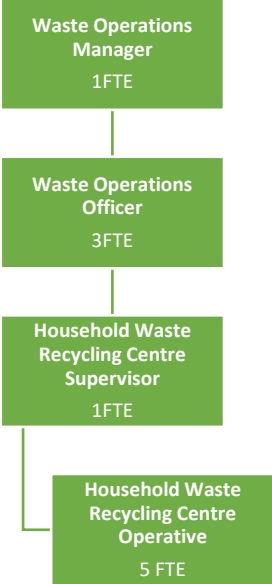


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place		Job Ref Number: 03358
Service Area: Waste		Grade: G6
Job Title: Household Waste Recycling Centre Supervisor		
<p>PURPOSE OF JOB:</p> <p>To undertake management, supervisory and operational duties at Household Waste Recycling Centres (HWRCs).</p> <p>To contribute to increasing recycling rates for the County of Lincolnshire by managing and supervising operations and workforce.</p> <p>To manage the HWRC in accordance with the Environmental Permit, relevant Environmental Legislation and the sites Waste Management System.</p>		
<p>TEAM STRUCTURE:</p>  <pre> graph TD WOM[Waste Operations Manager 1FTE] --> WOO[Waste Operations Officer 3FTE] WOO --> HWRCS[Household Waste Recycling Centre Supervisor 1FTE] HWRCS --> HWRCO[Household Waste Recycling Centre Operative 5 FTE] </pre>		
MAIN DUTIES:		
1	Supervision of HWRC Operatives to ensure all procedures are being adhere to.	
2	Undertaking supervisory and management duties including organising shift and break patterns for site (inc. Re-use Shop) and absences.	
3	Ordering of equipment and materials.	
4	Responsible for the opening and closing and the security of the HWRC and Re-use shop.	

5	Ensure the required level of Certificate of Technical Competence cover is provided at the HWRC and any other facility as required.
6	Act as out-of-hours emergency contact for the HWRC.
7	Manage the HWRC in accordance with the environmental permit.
8	Co-ordinating with Waste Operations Officers to provide bin counts and assist with arranging haulage.
9	Manage all waste management documentation required for the HWRC.
10	Meeting and greeting public and informing them of how and where to correctly separate and dispose of waste.
11	Checking documents and permits from members of the public to ensure correct use of HWRC.
12	Correctly completing waste transfer and consignment notes for transfer of waste.
13	Carry out sweeping and litter picking within and around the HWRC to maintain a clean and safe working environment. To litter pick outside the site where material has blown from the HWRC or haulage vehicles.
14	Control public, contractor and haulage vehicle movements within the HWRC.
15	Undertake the removal and extraction of contaminated waste from containers using the appropriate equipment and Personal Protective Equipment.
16	Carry out general administrative duties including recording and providing information and making and answering telephone calls.
17	Undertake cleaning duties across the site and the welfare facility, office and Re-use shop.
18	Opening and shutting of container doors and the sheeting of compactor containers.
19	Handling and movement of waste and recyclable material by hand wearing appropriate Personal Protective Equipment (PPE) to enable storage or sampling of material.
20	Manual handling of bulky items to aid with loading and unloading of customer vehicles and waste containers.
21	Carry out waste sampling tasks as and when required.
22	Working on Bank Holidays and weekends.
23	Assisting district council operatives with loading and unloading of bulky materials on site.
24	Communicating waste improvement issues with the public to increase recycling performance.
25	Undertake grounds maintenance tasks to contribute to the upkeep of the HWRC.
26	Must be flexible to work at other sites when required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
WAMITAB Certificate of Technical Competence Level 4 – Hazardous Waste Transfer	A	✓	
5 years experience in Waste Operations & Management.	I		✓
High level of Health and Safety awareness	I	✓	
Good communication skills.	I	✓	
Ability to record information accurately.	I	✓	
First Aid at Work Level 3 Qualification.	A		✓
Experienced in IT software such as Microsoft Word, Excel and Outlook	A	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Household Waste Recycling Center Supervisor
Identifier	03358
Director Area	Place
Service Area	Waste
Score	414
Grade	Grade 6

Factor Levels:

Supervision/Management Of People	3.1
Dispersal Awarded	No
Creativity & Innovation	3
Contacts & Relationships	3
Decisions - Discretion	2
Decisions - Consequences	2
Resources	2
Work Demands	2
Physical Demands	3
Working Conditions	3
Work Context	2
Knowledge & Skill	3