

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 03359
Service Area: Waste	Grade: G3

Job Title: Household Waste Recycling Centre Operative

PURPOSE OF JOB:

To undertake operational duties at Household Waste Recycling Centres (HWRCs).

To contribute to increasing recycling rates for the County of Lincolnshire by assisting members of the public in manual handling of waste into the correct containers.

To assist in ensuring that the Environment Agency site permit is maintained.

To assist in the maintenance and upkeep of the HWRC buildings and grounds.

TEAM STRUCTURE:



MAIN DUTIES:

1.	Meeting and greeting public and informing them of how and where to correctly separate and dispose of waste.
2.	Checking documents and permits from members of the public to ensure correct use of HWRC.
3.	Correctly completing waste transfer and consignment notes for transfer of waste.

4.	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.
5.	Control public, contractor and haulage vehicle movements within the HWRC.
6.	Undertake the removal and extraction of contaminated waste from containers using the appropriate equipment and Personal Protective Equipment.
7.	Carry out general administrative duties including recording and providing information and making and answering telephone calls.
8.	Undertake cleaning duties across the site and the welfare facility and office.
9.	Opening and shutting of container doors and the sheeting of compactor containers.
10.	Handling and movement of waste and recyclable material by hand wearing appropriate Personal Protective Equipment (PPE) to enable storage or sampling of material.
11.	Manual handling of bulky items to aid with loading and unloading of customers vehicles and waste containers.
12.	Carry out waste sampling tasks as and when required.
13.	Working on Bank Holidays, weekends and to be on the out of hours duty rota to deal with emergencies as and when required.
14.	Contribute to the development and improvement of site systems and procedures.
15.	Reporting of site issues to the supervisor.
16.	Undertake grounds maintenance tasks to contribute to the upkeep of the HWRC.
17.	Assisting district council operatives with loading and unloading of bulky materials on site.
18.	Communicating waste improvement issues with the public to increase recycling performance.
19.	Must be flexible to work at other waste sites when required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
2 years experience in Waste Operations.	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 <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			