

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Place	<b>Job Ref Number:</b> 04292
<b>Service Area:</b> Waste	<b>Grade:</b> G7
<b>Job Title:</b> Household Waste Recycling Centre Supervisor	
<b>PURPOSE OF JOB:</b>	
<p>To undertake management, supervisory and operational duties at Household Waste Recycling Centres (HWRCs).</p> <p>To contribute to increasing recycling and re-use for the County of Lincolnshire by managing and supervising operations and workforce to support the public in responsibly disposing of waste.</p> <p>To manage the HWRC in accordance with the Environmental Permit, relevant Environmental Legislation and the sites Waste Management System, ensuring an effective and efficient service for the residents of Lincolnshire.</p>	
<b>TEAM STRUCTURE:</b>	
 <pre> graph TD     WOM[Waste Operations Manager 1 FTE] --&gt; WOO[Waste Operations Officer 3 FTE]     WOO --&gt; HWRCS[Household Waste Recycling Centre Supervisor 1 FTE]     HWRCS --- HWRA[HWRC Reuse Shop Assistant 1 FTE]     HWRCS --- HWRO[Household Waste Recycling Centre Operative 5 FTE]   </pre>	
<b>MAIN DUTIES:</b>	
<ol style="list-style-type: none"> <li>1. Supervision of HWRC Operatives to ensure all site and shop procedures and safe systems of work are being adhered to.</li> <li>2. Undertaking supervisory and management duties including organising shift and break patterns for site (inc. Re-use Shop) and absences.</li> <li>3. Responsible for the opening and closing and the security of the HWRC and Re-use shop. Acting as out of hours emergency contact when required.</li> </ol>	

4.	Ensure the required level of Certificate of Technical Competence cover is provided at the HWRC and any other facility as required.
5.	Oversee Re-Use Shop activities, identifying reusable items, managing stock, preparing items for sale and supporting safe and compliant operations.
6.	Undertake toolbox talks, safety and staff briefings with the HWRC team to ensure high standards of safety and efficiency on site.
7.	Manage the HWRC in accordance with the environmental permit. Managing all waste management documentation required for the HWRC. Waste transfer/consignment notes etc.
8.	Co-ordinating with Waste Operations Officers to provide bin counts and assist with arranging haulage.
9.	Leading the team in meeting and greeting public and informing them of how and where to correctly separate and dispose of waste. Checking documents and permits to ensure correct use of HWRC.
10.	Use effective communication skills to clarify site rules, resolve disagreements and de-escalate conflict in a professional and customer-focused manner. Acting as point of escalation for site team.
11.	Control public, contractor and haulage vehicle movements within the HWRC.
12.	Carry out general administrative duties including recording and providing information and making and answering telephone calls.
13.	Undertake and supervise cleaning duties, grounds maintenance and litter picking across the site and the welfare facility, office and Re-use shop. To meet LCC's health and safety standards and that of the Environmental Permit.
14.	Operation of specialist machinery, operate and oversee the safe use of site plant, including compactors and container equipment, ensuring correct sheeting, access, and maintenance checks are carried out as required.
15.	Responsibility for building compliance at site in line with Lincolnshire County Council Policies.
16.	Manual handling including, loading and unloading bulky items to assist public, assisting district council operatives with bulky materials on site. movement of waste to enable storage or sampling of material, removal of contaminated waste from containers. By hand with appropriate PPE.
17.	Must be flexible to work Bank Holidays and weekends and cover work at other sites when required.
18.	Communicating waste improvement issues with the public to increase recycling performance.

#### **PERSON SPECIFICATION:**

Requirements	Where identified*	Essential	Desirable
WAMITAB Certificate of Technical Competence Level 4 – Hazardous Waste Transfer.	A	✓	
Significant 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.