

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 03537
Service Area: Waste Services	Grade: G6

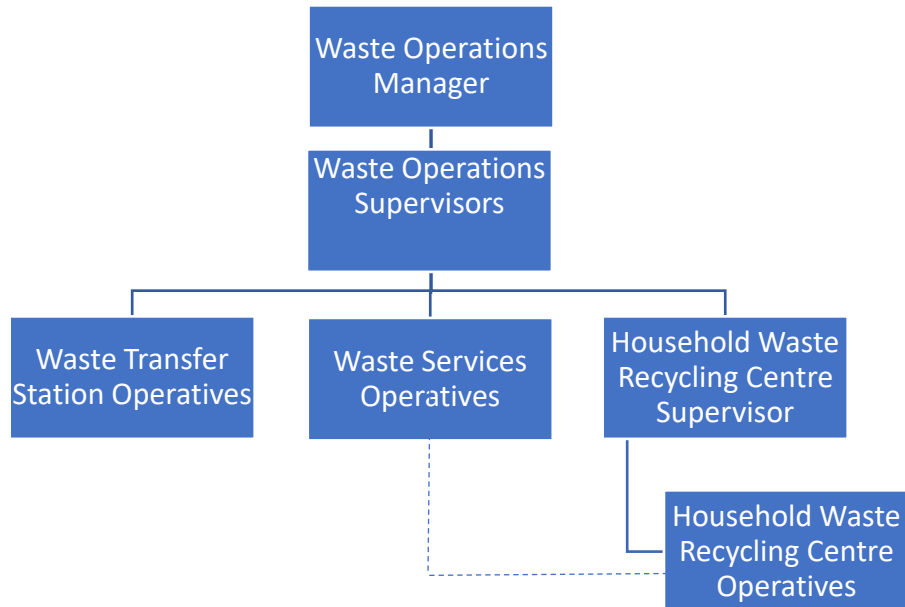
Job Title:
Waste Services Operative

PURPOSE OF JOB:

The Waste Services Operative role is required to support the delivery of the service, helping to ensure that we are able to sustain a wide range of day-to-day activities across the service including:

- Supporting the delivery of projects in the community including the improvement of the waste collected from kerbside and at Household Waste Recycling Centres.
- Undertake sampling and analysis of waste collected at the authority’s Waste Transfer Stations and Household Waste Recycling Centres.
- Assist the Operations and Infrastructure teams in the management of Contractors.
- Support critical operations across a network of Waste Transfer Stations and Household Waste Recycling Centres including supervision of staff.
- Undertake the collection of waste from Household Waste Recycling Centres and subsequent disposal at designated sites across the county of Lincolnshire.

TEAM STRUCTURE:



MAIN DUTIES:	
1	To be able to travel around the county of Lincolnshire, working directly alongside LCC Waste services staff and other Waste Authorities staff.
2	To be able to communicate clearly and effectively face to face with residents in Lincolnshire engaging, advising, and promoting residents on Recycling Initiatives.
3	To work alongside partner organisations (e.g. district councils) to assist in the tagging of kerbside bins as part of the engagement plan to ensure the correct materials are placed in the correct bins to ensure minimal contamination.
4	To promote and encourage behaviour change with members of the public and the districts waste collection teams, where there is resistance to except new waste collection methods.
5	To undertake as required physical sampling and analysis of various waste streams including black bin (residual), mixed recyclable waste and other source-separated recyclable wastes, and to make comprehensive records of the findings of all analyses.
6	Meet and supervise Contractors at waste facilities and ensure they are complying the service requirements of the authority including site procedures, environmental permitting and health and safety.
7	Understand site procedures, environmental permitting requirements, and health & safety requirements at waste facilities and to become confident in applying them as required and being able to deliver these as site inductions to visitors and new site users.
8	Operate a wheeled loading shovel, or other plant and equipment to store and load waste and recyclable material into haulage vehicles or containers.
9	Weigh all incoming and outgoing loads of waste and recyclable material using computerised weighbridge equipment.
10	To help maintain LCC operational sites including carrying out sweeping, cleaning and litter picking within the WTS building, weighbridge office and site to maintain a clean and safe working environment. To litter pick outside the site where material has blown from the WTS or haulage vehicles.
11	Control vehicle movements within the WTS building and site.
12	Upon occasion will provide supervisory cover at the Household Waste Recycling Centre including organising shift and break patterns and ensuring all procedures are being adhered to.
13	Manage the Household Waste Recycling Centre in accordance with the Environmental Waste Management System.
14	Meeting and greeting members of the public at Household Waste Recycling Centres and informing them of how and where to correctly separate and dispose of waste.
15	Checking documents and permits from members of the public to ensure the correct use of the Household Waste Recycling Centre.
16	Assisting members of the public to dispose of their waste at Household Waste Recycling Centres.
17	Operate compaction machinery at Household Waste Recycling Centres.
18	Drive and load works vehicle to collect waste material from Household Waste Recycling Centres and subsequently deliver material to waste disposal outlets across the county.
19	Carry out general administrative duties including recording and providing information, receiving and sending emails and making and answering telephone calls.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Excellent communication skills and public engagement.	I	✓	
Ability to record information accurately.	I	✓	

Time management and team working ability.	I	✓	
Flexibility in line with varied working hours and early starts.	I	✓	
Ability to work outside in all weather conditions.	I	✓	
Full driving licence.	A	✓	
Experienced in IT software such as Microsoft Word, Excel and Outlook	I	✓	
2 years experience in Waste Management.	A		✓
High level of Health and Safety awareness	I	✓	
Experience of driving wheeled loading shovel and/or other plant and equipment.	A		✓
Supervisory experience.	I / 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	Waste Services Operative
Identifier	03537
Director Area	Place
Service Area	Waste
Section	
Date	13/02/2023
Score	390
Grade	Grade 6
Description	13/02/23 - further information from manager to be considered by panel

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	2
Contacts & Relationships	3
Decisions - Discretion	2
Decisions - Consequences	2
Resources	3
Work Demands	2
Physical Demands	3
Working Conditions	3
Work Context	3
Knowledge & Skill	3