

Job Description and Person Specification Profile

Job Title	Waste Collection Operative
Job ID	G44
Service	Waste Management
Grade	C
Reporting to	Waste Services Supervisor

The Role

This role will be delivering waste and recycling collections to residents and businesses in the borough to high standards of customer service and health and safety. You will work with a small team in all weathers to deliver this high-profile service.

Main Duties and Responsibilities include:

- To work as part of a team to undertake the collection and removal of waste and recyclable material from residential, industrial, commercial and educational properties in the prescribed waste receptacles and remove the material using the vehicles and lifting equipment provided.
- To work 36 hours over 5 days (Monday to Friday including Bank Holidays) as the service requires.
- To maintain a helpful, positive approach to the role and represent the authority in a positive manner.
- To collect waste from a variety of refuse and recycling containers, sort waste where necessary and load in to the vehicle, including:
 - Assisting the driver in the safe manoeuvre of the vehicle on the round and at the disposal location and ensure that the driver is made aware of any potential hazards.
 - Clean up any spillage associated with the provision of the service using the equipment provided.
 - To ensure that the emptied containers are returned to the collection point in a tidy manner that minimises the risk of obstruction to customers.
- To visually check bins for contamination levels and maintain low contamination rates.
- To communicate with the office support team relaying information, using the communication devices provided, about problem areas or issues – communication with the office includes the completion of all daily paperwork and reports associated with the allocated work.
- To learn the correct use of the lifting systems and safety systems on the vehicles supplied.
- To deliver sacks and waste receptacles to properties as required.
- To distribute leaflets and stickers etc and to assist in the promotion of recycling initiatives as required.
- To provide information to the public regarding collection days, dates, regimes, contamination and the best use of each the various receptacles.
- To ensure that protective clothing and equipment issued by the council is worn at all times and maintained in a clean and tidy condition.
- To participate in self-improvement through workplace development.
- To assist in the induction training of new staff and support and assist less experienced Drivers and Collection Operatives.

- Should the refuse and recycling collection service ever have to be suspended due to inclement weather, e.g. snow and ice; to assist with snow clearance and gritting duties etc as required during the normal working day.
- To comply with all other such legislation that is associated with the safe operation of Waste Collection.
- Such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Important Note: You will be required to work a 36 hour working week, normally Monday to Friday including Bank Holidays, excluding Christmas Day, Boxing Day and New Year's Day.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

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Your essential skills, knowledge and experience

- Ability to have the mental capacity to always be alert to hazards
- Ability to meet high production levels with consideration of health and safety requirements
- Ability to undertake significant amounts of walking, lifting and manoeuvring of full and empty waste collection receptacles.
- Ability to follow written and verbal instructions
- Ability to communicate effectively with colleagues
- Ability to work in all weather conditions
- Able to respond to customers in a helpful, respectful and courteous manner
- Ability to work under pressure and meet deadlines
- Ability to work alone and as part of a team
- To be able to work safely
- To be able to identify contamination and protect the material collected from becoming waste.
- To be able to communicate with service users and delivery information about good practice.
- Ability to work to planned workloads within specific time frames
- To liaise effectively with a variety of contacts
- Commitment to deliver customer focussed services.
- Willingness to work outside normal office hours and weekends as required
- Be committed to achieving Business Plan targets

If you have the following experience or qualifications – then that's great!

- Numerate and literate, sufficient to carry out the task for the post.
- Experience of working in a waste collection workforce role

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

