



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Waste Solutions Operative	<b>Grade/ Level:</b> K	<b>Post Number:</b> WM6506
<b>Directorate:</b> Operations	<b>Job Family:</b> Waste Solutions	<b>Date Prepared:</b>

**Role reports to (Job Title):**  
RDF Plant or HWRC Manager

**Job Purpose:**  
To maintain a high standard of recycling within the Waste Solutions Department.

- Key Accountabilities:**
1. Work as and where required (RDF Plant, MRF, HWRC or Transfer Station)
  2. Sort materials to ensure maximum reuse/recycling is achieved.
  3. Use and maintain plant machinery (tyre machine, Can Machine and Cable Grinder) adhering to safe systems of work and risk assessments.
  4. Ensure that any deliveries of waste to the site have correct paperwork and monitor the unloading of these vehicles to ensure compliance with legislation.
  5. To ensure you maintain awareness of the safety of the public and staff at all times paying particular attention to traffic management.
  6. Load and unload vehicles when necessary and complete all relevant associated paperwork.
  7. Handle cash payments from public ensuring that receipts are given for each transaction.
  8. At the end of the shift all transactions are collated and taken to an authorised point prior to banking following company procedures.
  9. Compile relevant legislative paperwork and file in such a way it can be retrieved immediately when required.
  10. Complete accident/ incident forms all accident damage or near miss to property, public, staff, vehicles and/or containers as soon as possible.

11. Ensure that any identified personal training needs are discussed with your immediate Line Manager.
12. Ensure the site complies with Waste Management Licence conditions and relevant working plans and associated procedures.
13. Identify and report any threats to the environment to the Line manager.
14. Proactively clear any spills of liquid or solid wastes within set procedures paying particular attention to hazardous wastes (asbestos, chemicals).
15. Establish a good standard of Housekeeping on site to ensure Health and Safety policies and standards are adhered to.
16. To maintain the highest level of customer care in line with Service standards.
17. To implement, communicate and adhere to excellent recycling practises.
18. Maximise recycling to reduce wastes to landfill paying attention to KPI's
19. Duties may entail working outside normal working hours, including weekends and bank holidays.

**Supplementary Accountabilities:**

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:

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Typical tasks supervised/allocated to others:

Budget:

Assets:

Knowledge and Experience:

**Minimum –**

- GCSE or equivalent in numeracy and literacy applicants without formal qualification but have further relevant experience will be considered.

**Preferred –**

- One year's experience in working on a waste management site

**Working Environment:**

- Lone working
- Outside working at all times
- Working in unpleasant conditions (Cold, Heat, Dust, Car Fumes)
- Hazardous conditions will exist at times
- Working outside of normal working hours maybe required as work dictates.
- Early Morning start working in dark
- Late Nights working in the dark

**Potential Risks:**

- Potentials exists for aggression and risk of injury
- High potential of exposure to hazardous materials due to hazardous waste being disguised in bags and not reported to staff correctly (Asbestos, Clinical waste and chemicals).

**Decision Making:**

- Is empowered to make daily decisions within a structured process
- Identifying different acceptable materials
- Risk assess the safe collection of waste types
- Identify and sort different acceptable groups of materials

**Contacts and Relationships:**

- Verbal contact with Staff.
- Verbal contact with Public.
- To be tactful and provide general advice and guidance to the public.
- Demonstrate an enthusiastic approach and constantly look for improvements to performance and service.

**Creativity and Innovation:**

- To suggest and devise improvements for delivery
- Better use of labour, transport and material
- Challenge procedures

**Job Specific Competencies:**

- Ability to weigh up and assess a situation in the light of previous experience and knowledge and identify and take appropriate course of action.
- Define workload to maximise and achieve the correct use of time and resources available ensuring all critical tasks are undertaken within prescribed timeframes.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: