JOB DESCRIPTION

REGENERATION & NEIGHBOURHOOD SERVICES

**JOB TITLE**: REFUSE OPERATIVE (CASUAL)

**DIVISION** WASTE MANAGEMENT

**GRADE**: BAND 6

**RESPONSIBLE TO**: WASTE COLLECTIONS SUPERVISOR

**POST REFERENCE NO**: 105649

## **Purpose of Post**

1. To undertake, usually as a member of a team, duties connected with the removal of Household, Commercial and Industrial Waste or associated work from various locations.

**Key Relationships**

1. Engage with the public, colleagues and management.

## **Main Duties and Responsibilities**

1. Assist in removal of Household, Commercial and Industrial Waste or associated work from various locations in such a way as to maximise output.
2. Assist in the monitoring of the quality of the work carried out.
3. Assist driver when required in the safe manoeuvring of his/her vehicle.
4. Carry out working activities on refuse work in such a way as to ensure compliance with:-

* Health and Safety at Work Act
* Hartlepool Borough Council’s Safety Policy
* Conditions of employment of operatives
* Client requirements/conditions of contract

1. To assist in implementation of Customer Care and appropriate quality assurance initiatives under direction from the Environment Supervisor.
2. To assist in implementing in accordance with the policies and procedures of the Waste Management Division, objectives and performance indicators set by the Waste Management Team.
3. Operate vehicle compaction mechanism when required.
4. Assist in completing accurate records of refuse collection (missed calls, non-presentation, side waste etc) on a daily basis and notification to householders by placing labels on wheeled bins as per agreed procedures.
5. Ensure completion of timesheets etc. in accordance with agreed procedures.
6. Any other duties of a related nature which might reasonably be required and allocated by the Waste Collections Supervisor

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: March 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**