

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Waste Operative
<u>GRADE :</u>	H
<u>JOB EVALUATION NO.</u>	D3231
<u>REPORTING RELATIONSHIP</u>	The post holder will report to the Team Leader on a daily basis and is ultimately responsible to the Waste & Transport Services Manager
<u>JOB PURPOSE :</u>	To carry out domestic and trade refuse, recycling and bulky household collection and waste operations.
<u>POST NO.</u>	D11110
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, expected competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Working within the Waste Services section you will be expected to work in the following services:-
 - Domestic refuse collection
 - Commercial refuse collection
 - Recycling collection
 - Bulky household refuse collection
 - Litter picking
 - Winter services
2. To report to the Team Leader any issues associated with the day to day operation which may affect standards of service.
3. To undertake duties within the wider Environmental Services team as required, and including but not limited to street cleansing duties, maintaining a high standard of service at all times.
4. To work proactively in dealing with operational issues, report to the Team Leader any issues associated with the day to day operation which may affect standards of service.
5. To ensure the highest standard of customer care at all times.
6. To communicate effectively with residents and members of the public.
7. When approached by customers/members of the public on work related issues and service standards, sign post as appropriate and refer Team Leader for action when necessary.
8. To work on your own initiative and perform day to day tasks unsupervised when necessary.

9. To work proactively towards continuous improvement of the service and individual tasks.
10. To report to the Team Leader any operational issues that cannot be resolved immediately.
11. To assist the Team Leader in maintaining procedures to ensure all quality and performance measurement criteria are continually met.
12. A flexible approach towards working hours will be required to meet shift rota patterns.
13. To work in liaison with other area teams to provide cover to ensure that service requirements are met.
14. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
15. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. Carry out your role in line with the Council's Equality agenda.
17. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
18. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2019

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES****WASTE OPERATIVE****POST NO – D11110**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Manual handling training		D
2	Sharp needle awareness training		D
	Experience & Knowledge		
3	Awareness / knowledge of refuse and recycling collection duties		D
	Skills		
4	Ability to effectively communicate verbally with members of the public and colleagues	E	
5	Ability to work on own initiative	E	
6	Ability to work successfully as a member of a wider team	E	
7	Ability to use appropriate equipment, undertake various manual handling duties and walk long distances	E	
	Personal Attributes		
8	Ability to be on time for all duties	E	
9	Committed to a customer focussed approach	E	
10	Ability to undertake the physical requirements of the post	E	
11	Able to demonstrate an interest in environmental issues		D
	Special Requirements		
12	Ability to work Saturday, Sunday or Monday following a Bank Holiday when necessary	E	
13	Ability to attend training on a Monday, as required	E	
14	Flexible approach to working arrangements to meet service demands	E	
15	Versatile and adaptable to change	E	
16	The successful candidate will be expected to wear the uniform provided	E	
17	Up to date Hepatitis B vaccination		D