

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Waste Transfer Station Site Attendant		<b>Group/Department/Service:</b> Local Services, Neighbourhood Services		<b>Office Use</b>
<b>Band:</b> 3		<b>Workplace:</b> Local Services		<b>JE ref:</b> 3636
<b>Responsible to:</b> Waste Contract & Data Officer		<b>Date:</b> 21st May 2019	<b>Manager level:</b>	
<b>Job Purpose:</b> To ensure the safe and effective day to day operational use of a waste transfer station in accordance with its Permit.				
<b>Resources</b>	Staff	None.		
	Finance	None.		
	Physical	Day to day responsibility for the Waste Transfer Station area and for the careful use and maintenance of vehicles and allocated tools and equipment.		
	Clients	Staff from Neighbourhoods, Technical and Public Protection Services. Duties have a direct impact upon the health and safety of the community.		
<b>Key Duties and responsibilities:</b> Individually or as part of a team and under the general direction of senior colleagues:				
<b>Waste Transfer Station</b>				
<ol style="list-style-type: none"> <li>1. Undertake visual checks on all waste delivered to the site to ensure it complies with the Permit, Council policy and procedures.</li> <li>2. Undertake the proper and safe sorting and loading, including use of plant and machinery as well as manual handling, for the transfer of all wastes entering and leaving the facility.</li> <li>3. Work closely with other operational staff, suppliers and contractors to ensure that spare capacity within the transfer station is maintained, that the exchange of skips is managed in the short term in a planned and orderly manner and that there are no breaks in the continuity of the services provided.</li> <li>4. Maintain the transfer station and surrounding area in a clean, tidy and safe condition for staff and users including undertaking litter picking along fence lines and taking responsibility for the security and cleanliness of the site office.</li> <li>5. Complete all necessary paperwork to accurately record all waste deposits and transfers from the site including details of personnel, vehicle registrations, skips and waste types in &amp; out of the site, in accordance with Council procedures and Permit Conditions.</li> <li>6. Record evidence of non-compliance with legal requirements and submission of paperwork to supervisory staff to facilitate investigations &amp; support officers as required during Environment Agency inspections.</li> <li>7. Carry out routine vehicle driver and equipment operator checks, vehicle washing and routine maintenance in accordance with established procedures</li> <li>8. Ensure the safety of all users and traffic movement, the safe use of all plant, equipment and tools within the facility and that all work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</li> <li>9. Ensure that all work is completed within the allocated time and to the specified quality and service standards.</li> </ol>				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
<b>Physical requirements:</b>		Requirement on a daily basis for extensive lifting, pulling and pushing. Need to attend training and development courses, meetings or other work sites within area. Need to travel to alternative depots from the normal operational base to provide cover when required.		

Transport requirements:	Normal working week is Monday to Thursday, alternating with Wednesday to Saturday, with occasional evening, Bank Holiday and emergency call out work.
Working patterns:	Operating outdoors in all weathers and traffic conditions and in often hazardous and unpleasant conditions. Daily contact with unpleasant and potentially hazardous waste materials.
Working conditions:	

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PERSON SPECIFICATION**

<b>Post Title:</b> Waste Transfer Station Site Attendant	<b>Group/Department/Service:</b> Local Services, Neighbourhood Services	Ref: 3636
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
An awareness of Health & Safety legislation and its application in the workplace Relevant knowledge of the tasks together with the operation of associated tools and equipment. Willing to work towards: <ul style="list-style-type: none"> <li>• Accredited training in the use of mobile plant and machinery used for loading vehicles.</li> <li>• NVQ 2 in Waste Management or equivalent in an appropriate subject.</li> <li>•</li> </ul>	An appreciation and interest in the need for the service. A willingness to attain a Certificate of Technical Competence for waste transfer station operations.	
<b>Experience</b>		
Experience of carrying out vehicle checks.	Recent experience of driving HGV vehicles, mobile plant and machinery on a regular basis.	
<b>Skills and competencies</b>		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records and to respond to unexpected problems under the guidance of the line manager.  Appreciation of safe manual handling techniques. Able to plan in the short term and implement work organised by others. Exchange straightforward information, orally and in writing, and deal with issues raised by staff and service users in a calm and logical manner.	Understanding of the basic legal requirements for the recording of evidence to be used in criminal investigations and enforcement proceedings. Accredited training in the use of safe manual handling techniques appropriate to waste services.	
<b>Physical, mental, emotional and environmental demands</b>		
Able to cope with short periods of concentration and regular high levels of physical demands. Able to maintain general awareness for safe working conditions. Regular contact with service users which occasionally results in some emotional demands. Ability to operate outdoors in all weather conditions and in an unpleasant and hazardous environment. Willingness to appear in court as a witness if required to do so.		
<b>Motivation</b>		
Reliable and keeps good time.	A willingness to undertake job related training.	

Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and co-operative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.		
<b>Other</b>		