

Job Description

Post title	Waste Transfer Station Plant Operative
JE Reference No	N11596
Grade	Grade 6
Service	Neighbourhoods and Climate Change
Service Area	Environment
Reporting to	Waste Operations Manager
Location	Your normal place of work will be a designated Waste Transfer Station but you may be required to work at any Council workplace within County Durham.

DBS	This post is not subject to a disclosure.
Flexitime	This post is not eligible for flexitime.
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Description of role

Working as part of a team at the Waste Transfer Station Site, the post holder will be responsible for loading operations at the site. The role will involve operating heavy plant (Loading Shovel) to separate, segregate and sort in-bound material and loading waste types into various sized wagons ranging from Legras/ Artics to tipper wagons. This is a pressurised role where maintenance of service is paramount to ensure the councils collection/ bulking-up service is fully maintained

Duties and responsibilities

To operate mobile plant and machinery, mainly a wheeled loading shovel on a day-to-day basis to process and dispose of various waste types in accordance with the Environment Permit, Environmental Management system, Planning Permission and Council Procedures.

To load haulage vehicles to the correct Gross Vehicle Weight (GVW) in a safe manner without causing any third-party vehicle damage or any material contamination.

To inspect the waste materials as they are unloaded by colleagues and other site users and report any materials that are not permitted to be accepted under the waste acceptance procedures.

Conduct a pre-inspection and remove any contamination from the deposited waste by segregating via use of the bucket.

Conduct daily inspections and basic maintenance of the machinery and report any defects to ensure that the machinery is kept safe and in good working order.

To be involved in Site Audits from internal colleagues, the regulators, and Waste Certification bodies.

Help supervise any new member of staff working in the site/ operating the loading shovel and provide the relevant training/ advice on the equipment/ procedures.

To carry-out site maintenance duties as required, e.g., litter picking, cleaning bays, spillage response, salt spreading and snow clearance, jet washing, fuelling of plant, towing, haul roads, assisting with the safe disposal of hot loads, general maintenance and any other duties as requested by the Operations Manager.

To open and lock the site when required and operate security systems.

To maintain a working knowledge of all operations and Health and Safety Procedures relevant to the role, and to always adhere to these and report incidents, where others on site breach health and safety procedures. To be aware of personal responsibilities towards health and safety, correct use of standard issue DCC PPE, and reporting accidents, incidents, and near misses. To always adhere to the site rules.

To complete relevant records and documentation during daily operations.

To adhere to working patterns as determined by the site manager to ensure the efficient delivery of services. This requires working to a 5-day week but working hours may be extended during peak periods involving working longer days at given times.

To work with other employees including DCC drivers and crews as well as contractors and customers to operate the facility safely and efficiently and help resolve operational problems.

To work catch up days following bank holidays and service disruption due to adverse weather when necessary.

To comply with Equal Opportunities legislative requirements and council Policy to ensure equality in employment matters as required.

To uphold the Councils standing as a body providing public services in a professional, competent, helpful, and polite manner.

To assist in the maintenance and co-ordination of Quality Systems and procedures within the service as required.

To follow standard operating procedures relevant to the post, carrying out the instructions of the line manager in a safe, competent, and proper manner and reporting inappropriate behaviour that affects the smooth running of the site.

To undertake general tasks across other service areas within the Service as and when required.

To attend meetings and training course relevant to the post as required.

To undertake any other duties commensurate with the grade as may be required by Supervisors and Managers.

Organisational responsibilities

- **Values and behaviours**

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

- **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

- **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

- **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council's Health and Safety policy and procedures.

- **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

- **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

- **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

- **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

- **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

- **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead

transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

- **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

	Essential	Desirable
Qualifications	Current valid Driving License (Cat C) Relevant loading shovel training	Recognised plant / machinery qualification e.g. CPCS or NPORS for a Wheeled Loading Shovel, telehandler Environmental Services Qualification Basic understanding of the Waste Management Licence. Health & Safety Qualification e.g. IOSH
Experience	Working in a relevant operational-related area, eg. waste or environmental services. Working with and operating mobile plant and machinery Working within this type of environment, (Waste Treatment Facility). Working with the public. Site work and maintenance.	Previous knowledge & experience of Environmental Permits and regulations.
Skills & Knowledge	Good verbal communication skills. Ability to work on own initiative with a minimum of supervision. Ability to maintain accurate records and documentation Ability to work in a busy environment whilst ensuring the highest standards of accuracy Awareness of health of safety procedures Numeracy and literacy skills IT skills Basic Health and Safety Training	Knowledge of legislative requirements, Environmental Permits, Planning Permission, Composting Certification Scheme. Supervisory skills.
Personal Qualities	Team Worker Enthusiasm and commitment. Flexible approach to work, including willingness to work outside normal working hours including weekends and evenings if necessary Willingness to learn new skills. Ability to offer suggestions and improvements for the organisation Commitment to customer care Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment	