

JOB DESCRIPTION

Division / Department

JOB TITLE: Refuse Operative (Casual)
DIVISION: Neighbourhood Services
GRADE: Band 6
RESPONSIBLE TO: Waste Services Team Leader
POST REFERENCE: 105649

Purpose of Post

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

Key Relationships

- Engage with the public, colleagues and management.

Main Duties and Responsibilities

- Assist in the delivery of effective and efficient refuse and recycling services.
- Move, lift and handle refuse/recycling containers (generally wheeled bins) and load refuse/recycling onto the collection vehicle.
- Assist the driver in the safe maneuvering of his/her vehicle and to act as a reverse assistant when required.
- Operate the bin-lift mechanism in accordance with the accredited manufacturers training.
- 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
- On a daily basis, assist in the monitoring and reporting of the quality of the materials collected and when bins are presented incorrectly, provide notifications to the crew leader.
- Assist in the compilation of accurate records of refuse and recycling collections (e.g. over loaded bins, incorrect presentations, contaminations, side waste) and provide notification to householders by placing labels on wheeled bins as per agreed procedures
- Assist in the implementation of Customer Care and appropriate quality assurance initiatives under direction from the Waste Services Team Leader
- Ensure completion of timesheets etc. in accordance with agreed procedures.
- Assist the crew leader in the reporting of accidents, incidents, near misses and defects.
- Any other duties of a related nature which might reasonably be required and allocated by the Waste Services Team Leader.
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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 2021

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.