

NEWARK AND SHERWOOD DISTRICT COUNCIL
PERSON SPECIFICATION

JOB TITLE: **Waste Management Operative**

DATE: **March 2016**

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	<p>ESSENTIAL – Experience in collecting domestic refuse and/ or undertaking manual cleansing work including depositing waste at landfill sites</p> <p>DESIRABLE - Some knowledge of Environmental Protection Act 1990 and standards of street cleanliness</p> <p>DESIRABLE – Customer service delivery or working with the general public</p>	<p>Application form and interview</p> <p>Interview</p> <p>Application form and interview</p>
QUALIFICATIONS	<p>ESSENTIAL – Clean driving licence</p> <p>DESIRABLE – Other driving qualifications</p>	<p>Application form</p> <p>Application form and interview</p>
VOCATIONAL TRAINING	<p>ESSENTIAL – Knowledge of health and safety and manual handling techniques</p> <p>DESIRABLE – Any training in relation to street sweeping, refuse collection, health and safety, manual handling, customer relations</p> <p>DESIRABLE – Knowledge of hazardous waste collection</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Interview</p>
JOB RELATED SKILLS	<p>ESSENTIAL – Aptitude for assessing vehicle load characteristics, and applying correct loading techniques</p>	<p>Interview and test</p>
PERSONAL ATTRIBUTES	<p>ESSENTIAL – Ability to work unsupervised in all weathers</p>	<p>Application form and interview and test</p>

WORK CIRCUMSTANCE	ESSENTIAL –	This is a physically demanding post – tasks undertaken will include: emptying wheeled and litter bins, lifting and carrying awkward and heavy weights (using correct manual handling techniques i.e. twisting, bending etc.) and walking long distances.	Interview
	ESSENTIAL –	Must be willing to work unsociable hours (early mornings, weekends, bank holidays)	Interview
	ESSENTIAL –	To be able to undertake relevant training	Application form and interview
	ESSENTIAL –	Must be able to start within one week of notification	Interview
	ESSENTIAL –	Must have means to start work from any Council depot	

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Disability Discrimination Act and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.

NEWARK AND SHERWOOD DISTRICT COUNCIL

JOB DESCRIPTION

POST TITLE: Waste Management Operative

SERVICE AREA: Housing & Environmental Services

GRADE: NS5 **J.E. REF.NO.:** 148

SECTION: Waste Management

DATE: March 2016

RESPONSIBLE TO: Waste Management Supervisors.

LIAISON WITH: Other team members and general public.

PURPOSE OF JOB: To assist in providing a cleaner environment to all residents and visitors to Newark and Sherwood including provision of domestic and trade waste services.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

1. Driving of, and responsibility for any of the councils light goods vehicles (including refuse collection, recycling or cleansing), with any appropriate training given where necessary.
 2. To ensure that the vehicle used in relation to the job is kept clean and in good working order and at all times meets the standard set down in law with respect to legal vehicle operation.
 3. To work as a team with other crew members (if any), to ensure work is completed to a satisfactory standard.
 4. Mobile litter collection including emptying of litter bins, dog fouling bins or other methods of litter or detritus removal including manual litter picking.
 5. Safe handling and collection of bulky items and undertaking fly tip clearances as directed.
 6. Domestic refuse collection and domestic recycling collection from wheeled bins, bags or by other means (by loading) in accordance with council policies, and under direction of the driver of the vehicle.
 7. Inspection of, and where necessary rejection of recycling or refuse bins or bags in line with council policies, including tagging of rejected bins as appropriate.
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8. To ensure when involved in street cleaning that all areas are cleaned to a standard specified within the Environmental Protection Act 1990.
 9. To work unsocial hours (early starts) including weekend work and bank holidays as necessary at the discretion of the Council.
 10. To take all reasonable steps to ensure compliance with any Health and Safety legislation or policies of the Council.
 11. To carry out any other duties or reasonable instruction by management as required.
 12. To ensure that all duties are carried out with due consideration of Council policies.
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HEALTH AND SAFETY

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

RISK MANAGEMENT

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

SAFEGUARDING

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

EQUAL OPPORTUNITIES

You will uphold Newark and Sherwood District Council's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Personnel and Training Section in the first instance.

Signature of Postholder Date