



Job Description & Person Specification

Job Title:	Waste Collection Operative	Job Reference:	
Service:	Environmental Service		
Location:	Portway Depot, Andover Bourne House, Romsey	Grade:	Hay Grade 2.3 – 2.5
Reports to:	Waste Collection Supervisor		

Our Values – we expect all of our employees to live by and demonstrate the Council’s five key values of:

Accountability, Ambition, Empowerment, Integrity, Inclusiveness,

Main job purpose

To undertake waste collection duties associated with the collection of domestic waste across the Test Valley area.

Main responsibilities and duties

1. To remove waste from designated collection points, or as instructed.
2. To return waste collection receptacles to point of collection (wheeled bins/green waste sacks) correctly to avoid inconvenience to residents, any loss to the Council or a hazard to members of the public or other road users.
3. To clear up any spilt waste as and when necessary.
4. To act as a reversing assistant when the vehicle is reversing to aid the driver to safely manoeuvre the vehicle.
5. To assist the Driver Chargehand in carrying out daily vehicle checks.
6. To report to the Driver Chargehand any problems associated with the collection of the waste.
7. To assist the Driver Chargehand in cleaning the exterior and interior of the vehicle when the need arises.
8. To act as an ambassador of the Council whilst carrying out the duties of the post.

9. To co-operate with changes in work practices when the needs of the service dictate.

10. To work with other team members to ensure the commitments of the service are met. Staff may be requested to undertake some overtime.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

Reporting to the Waste Collection Supervisor. The post holder will have no direct line management responsibilities.

Resources

Working as part of a waste collection team.

Contacts and relationships

Daily contact with the Waste Collection Supervisor and Team leader
This is a public facing role and the post holder will come into contact with the local community each working day.

Working environment

- This is an outdoor based role.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- Will involve handling of chemicals, and contact with unknown substances and materials.
- Contact with the general public with risk of challenge.
- The post requires a lot of walking standing, bending, and lifting throughout the Day (up to 7.5 hours per day).

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
Basic literacy skills	D
Knowledge	
A knowledge of the Test Valley Area	D
Experience	
Working within a team	E
Manual Handling	E
Dealing with the general public	E
Experience of working with technical equipment	D
Key skills	
Strong interpersonal skills and ability to establish a good working relationship with a range of people	E
Good verbal communication skills	E
Conflict resolution	D
Personal qualities and behaviours	
Enthusiastic and self motivated	E
Good self presentation	E
Ability to maintain discretion in difficult circumstances	E
Able to work as a team member	E
Reliable and able to work under pressure and meet deadlines	E
Diplomatic and tactful	E
Able to use own initiative	E
Other Factors	
Not exempt under Rehabilitation of Offenders Act PPE Uniform must be worn Some weekend working required over bank holidays	
Corporate Responsibilities	
All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include: Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.	

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.