The Highland Council Community Works Operative 4 Recycle Centre - Waste
Job Description

Service: Community Services

Job Title: Community Works Operative 4 Other - Waste

Location: Dingwall or such a place of employment as is required

Responsible to: Foreperson

Hours: 09:30 to 16:30 - Saturday
Overtime may be required to complete daily duties.

Job Purpose: To work as part of a team, to carry out all duties involved with managing incoming and outgoing waste(s) at the Transfer Station. Work with plant, direct traffic, manage to a high degree Health and Safety Standard, collaborate and work with third party vendors and complete required administrative duties. Some manual lifting will be involved. Other duties will include plant checks, required routine maintenance, housekeeping, grounds keeping, and building checks and maintenance issues.

Key Duties and Responsibilities:

- To work as a part of a team or individually in the Recycle Centre managing incoming and outgoing waste products with colleagues.
- To provide a high standard of customer care to all visitors to the Recycle Centre advising, promoting and maximising recycling.
- To operate compacting skips required for the general operation of the transfer station.
- Daily checks on all plant/skips and any other equipment used in the facility using defect reporting.
- Daily inspection of the building apron and hard standing surfaces taking remedial action where required and formally reporting this on a daily basis noting issues or problems and providing options for remedial action.
- Be a Health and Safety Champion with the expectation that continuous improvement strategies be implemented and provide those solutions in written reports.
- Work and direct traffic in and out of the facility as required in a safe and orderly manner and formally provide continuous improvement solutions/actions to the Foreperson
- Daily housekeeping inside building and outside building submitting reporting detailing room for improvement or areas that require attention.
- Administration duties and reporting as required.
- Any other work as directed by your Foreperson.

Other Duties: The postholder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.