

1. JOB IDENTITY

Post Title:	Waste Transfer Station Operative	Service:	Environment & Infrastructure Services
Section:	Waste	Grade:	Technical Operative F
Reports to:	Waste Management Facilities Officer		

2. JOB PURPOSE

- Undertake waste disposal work including loading and unloading waste with a loading shovel and/or telehandler/counterbalance forklift.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Operation of loading shovels and counterbalance forklifts and telehandlers to support the transfer and management of waste materials. Undertake duties to load and unload waste vehicles/skips with food waste, recyclable material, and non-recyclable waste.
- Comply with the Health & Safety at Work Act (1974), the Council's Health & Safety Policy, and all agreed Safe Systems of Work. Take responsibility for co-workers and own health & safety, reporting all incidents and near misses.
- Ensure trade customers are charged appropriately for waste taken on site and take payments via the chip and pin system.
- Carry out disposal duties in a neat and tidy manner ensuring all spillages and litter are cleaned up along with general housekeeping within buildings and yard.
- Monitor and remove contamination in waste and recycling.
- Wear the provided personal protective equipment at all times, including hi-vis items of safety clothing, hard hat and boots.
- Act as ambassador for the Council when interfacing with trade customers or members of the public and do so in a polite and friendly manner.
- Maintain vehicle/equipment in clean and serviceable manner. Record all defects on the vehicle defect form and inform your line manager.
- Operate mobile plant and equipment safely and competently.
- Accurate completion of all documentation relating to the Duty of Care and administration for Waste Transfer and vehicle legislation.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- FLT certificate or willingness to achieve within 6 months.
 - Full and current driving licence
 - Equivalent transferable skills or experience
- Desirable:**
- Category C licence

5. EXPERIENCE

- Essential:**
- Proven experience of operating heavy plant or agricultural machinery
 - Proven experience of working unsupervised but capable of being a team player
- Desirable:**
- Previous experience operating a loading shovel, counterbalance forklift or telehandler.
 - Previous experience of refuse / waste transfer operations / waste collections

6. KNOWLEDGE AND SKILLS

- Essential:**
- The ability to operate vehicles and machinery in a safe manner.
 - Ability to communicate with others effectively.
 - Ability to use own initiative and follow instructions.
 - The ability to record information in an accurate manner and show attention to detail.
- Desirable:**
- A working knowledge on Health and Safety legislation
 - Knowledge of the waste/recycling industry

7. ADDITIONAL REQUIREMENTS

Driving Compliance	AC vehicle driver This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post