Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Labourer – Waste Services
£26,791.02 - £29,327.77



Contents Page

Recruitment Process and Key Dates

Job Profile

Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 10/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Labourer (Waste Services) Initial Location: Forthbank/Kelliebank In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Waste Services Chargehand Service: Place & Economy Date last updated: 13/03/2020 Date if superseded:	Eval Ref: A1158 Post Number: J6 Grade: 4

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

(Structure Chart)

Team Leader
|
Waste Officer
|
Waste Chargehand
|
Driver (LGV Class 2) / Labourer (Waste Services)
Labourers will work alongside Driver HGV / Labourer to ensure daily duties are undertaken. Labourers will report direct to the Waste Chargehand.
|
Labourer (Waste Services)

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

- To uplift waste and recycling from domestic and commercial properties throughout Clackmannanshire.
- To empty wheeled bins, containers and uplift sacks/loose items, which can include odorous materials.
- To carry out these collections in all weather conditions, including severe weather lasting several days.
- To encourage good practice in the presentation of waste and uncontaminated recyclate in the designated waste containers provided by Waste Services.

Employees must be prepared to undergo training relating to all aspects of the role (as required by the Director)

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Collect and position wheeled bins onto the vehicle's lifting equipment and return them once emptied, with proper consideration for the users of the containers and for pedestrians.

Enter private properties, take out wheeled bins and sacks and return emptied wheeled bins to their original location.

Load sacks, loose waste and larger items by hand into the vehicle hopper or body for disposal.

Deliver containers to properties as directed, carry out routine repairs, prepare redundant containers for reprocessing and keep storage areas tidy.

Comply with manual handling, PPE and other health and safety rules and risk assessments in connection with prescribed safe systems of work.

Participate in training and refresher training as directed.

Complete all necessary paperwork and use service based reporting systems to communicate issues effectively and in a timely manner.

Follow quality control guidelines and apply notification to containers.

Assist the Chargehand and Supervisor in resolving complaints and improving route efficiency.

Extend politeness and courtesy to members of the public and business proprietors during the working day, leaving customers with a good impression of both the Council and the Service.

Under the driver's direction, assist in routine vehicle checks.

Assist with cleaning the interior (cabin and body) and exterior of refuse

collection vehicles at required intervals.

The duties listed above are not intended to be exhaustive and the post holder will be required to undertake such other duties appropriate to or below the grade of this post, within the Place Service, as may from time to time be determined by the Team Leader.

The post holder may be required to participate in overtime working, particularly to cover service disruption around public holidays.

The post holder may also be required to participate in out of hours Winter Service if determined necessary by the Strategic Director – Place.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Experience of working in a team	Application and Interview
2. Physical working dexterity	Interview
3. A high standard of health and fitness for manual working outdoors in all weathers	Interview
4. Flexible approach to carrying out a range of tasks	Interview
5. Able to provide regular and effective service	Interview
6. Courteous manner, clear verbal communication skills	Application and Interview
7. 'Can-do' approach to help resolve problems	Interview
8. Basic reading and writing skills	Application

Desirable:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Relevant Health & Safety training	Application and certificate
2. Additional skills associated with the delivery of waste services.	Application and Interview
3. Full Driving licence.	Application Driving Licence
4. Working with risk	Application and Interview

assessments	
5. Ability to work with minimum supervision and exercise judgement	Interview

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS
This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

This work is based outdoors in all weather conditions and involves extensive walking and climbing stairs, as well as the lifting and manual handling of odorous materials to meet daily quotas.

Employees must be prepared to undergo training relating to all aspects of their work.

The normal work base is Kelliebank or Forthbank Depot but post holder may be located at any Council establishment as directed by the Team Leader.

Section G
PHYSICAL CO-ORDINATION
This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The job will require a high level of fitness in the course of normal working and will require to operate lifting mechanisms within the vehicles on a daily basis. The post-holder will require to undertake manual labouring duties which can include collection of wheeled bins, lifting refuse sacks or special uplifts.

Section H
MENTAL SKILLS
This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

To ensure all scheduled bin collections are undertaken as allocated, including assisted collections. Ensuring the correct rules and procedures are adhered to.

Section I
CONCENTRATION
This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines,

conflicting demands.

The post-holder will require to demonstrate focused attention during day to day tasks to be alert to traffic while undertaking daily duties.

The post-holder will require to assist the drivers in ensuring that deadlines are met for day to day collections and that routes are completed.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post-holder will mainly require verbal communication skills to converse with colleagues and members of the public in a courteous manner.

Basic writing skills will be required to feed back details of operation issues to supervisors and business support.

The post-holder will on a daily basis have to deal with residents who may direct complaints towards the crew. The post-holder would be required to deal with such issues in a calm and professional manner.

Section K

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post-holder will have no financial responsibility. The post-holder will be required to assist the driver with ensuring that the vehicles are clean and tidy.

The post-holder will be required to report waste collection information to the appropriate supervisor.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are

illustrative and are not exhaustive).

Use initiative to deliver results when dealing with unplanned circumstances or situations, such as roadworks, road traffic incidents or severe weather.

Focus on customer service by communicating relevant information directly to the operational base in a timely manner.

Take ownership by identifying and communicating issues that require investigation or action by supervisory staff.

Work together with colleagues to ensure daily collection quotas are completed.

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard