Aberdeenshire COUNCIL

Job Profile

March 2016

1. JOB IDENTITY

Post Title:	Waste Operative (HWRC)	**Service:**	Infrastructure
Section:	Waste Services	**Grade:**	Technical Operative E
Reports to:	Waste Management Facilities Officer		

2. JOB PURPOSE

Responsible for the safety, security, maintenance and proper use of the public utility waste disposal and recycling facilities in accordance with the waste management licence and health and safety regulations.

Physical effort is daily requirement of the post.

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

- Ensure the safe operation and condition of premises, plant and equipment at all times in accordance with health & safety regulations and SEPA guidelines
- Provide support, advice and assistance to members of the public and other users of the facilities
- General labour, including loading, unloading and handling items from facility users' vehicles as required
- Ensure the premises and equipment are maintained and kept in a clean and serviceable condition
- Undertake minor repairs to maintain premises and equipment
- Ensure security of the premises and its contents including keyholder responsibility
- Carry out administrative requirements, including recording site user data and information required by the Local Authority in accordance with the waste management licence
- Stock control of goods and ordering of relevant supplies

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Manual Handling training or willingness to undertake

Desirable:

- Health & safety qualification
- Customer care qualification

Agreed

5. EXPERIENCE

Essential:

- Proven experience of working unsupervised
- Experience of providing customer care in a work environment

Desirable:

- Previous experience of refuse / recycling collection

6. KNOWLEDGE AND SKILLS

Essential:

- Ability to communicate with others effectively
- Ability to use own initiative and to follow instructions
- Good customer care skills with the ability to deal with difficult situations
- The capacity to cope with demanding work from a physical perspective with the ability to lift as outlined in the Manual Handling Guidelines

Desirable:

- Knowledge of recycling and waste disposal
- Working knowledge of health and safety legislation and guidelines

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	Not applicable to this post
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post

Agreed