JOB DESCRIPTION

Job Title: HWRC Operative		**Ref No:**	**JE Ref:** G698
Department: Economy and Infrastructure	**Band:** 3	**Location:** Dumfries & Galloway	
Responsible To:	Recycling Supervisor Zero Waste		
Responsible For:	N/A		
Job Purpose:	To operate the Zero Waste Park Household Waste Recycling Centre.		
Main Responsibilities:	• To work within all Health & Safety and Council Procedures. To Assist and advise members of the public with their recycling and to keep the site clean and tidy.		
Job Activities:	1. To work in accordance with all site procedures, site licences, site rules and Traffic Management Plan 2. To assist and advise the public of the site rules, safety procedures and to maximise recycling of household waste. 3. To assist the public with manually handling their waste where it is safe to do so. 4. To provide excellent customer service to all those visiting the Household Waste Recycling Centre. 5. To remove all litter and debris from the Household Waste Recycling Centre and the rest of the Zero Waste Park environment. 6 To report any defects as soon as possible. 7 To open and close the site always maintaining security. 8 To ensure Health &Safety of all workers and visitor to the site. 9 To complete relevant paper work including Skip Movement Sheet, Daily Log and any other relevant documents. 10 To assist with telehandler duties and the operation of the weighbridge when required. 11 To provide cover for other HWRC when required. 12 To manage public access to the site via the use of an electronic booking system.		

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**Kirk Telfer, HWRC Manager EAST**	**Date: April 2021**

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