COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Site Operative	**Job Number:**	Various
Department:	Chief Executives	**Grade:**	D
Location:	Bennadrove Landfill Site	**Date:**	2026
Responsible To:	Landfill Manager		

Job Purpose

You will be required to undertake the day-to-day operation duties at Bennadrove Landfill Site, Stornoway, including the operation of the tracked excavator and refuse compactor, control of on-site traffic and operation of the weighbridge.

Duties

1. The postholder shall be expected to take a flexible approach to working on the site, and to undertake any and all duties which may be allocated to them from time to time.
2. The postholder shall operate a tracked excavator and refuse compactor for the purpose of waste disposal in accordance with the site permit and working plan.
3. The postholder shall control traffic at various locations within the site.
4. The postholder shall ensure that all vehicles unload in a safe and proper manner.
5. The postholder shall operate a weighbridge and record all transactions on a computerised recording system.
6. The postholder shall carry out routine maintenance and minor repairs to the refuse compactor as detailed in the manufacturer's servicing schedule.
7. The postholder shall carry out certain manual duties which will be allocated to them by the Landfill Manager or, in the Landfill Manager's absence, the nominated Site Chargehand.
8. The postholder is required to gain a CPCS Certificate of Competence for the operation of a 360° tracked excavator within 12 months of their appointment.
9. The postholder is required to possess, or obtain after relevant training, certificates of competence for the purpose of manual handling, Tracked Dumper, Wheeled Excavator, Telehandler and Refuse Compactor operation.
10. The postholder shall be familiar with codes of practice and working methods affecting waste disposal and their operations.
11. The postholder shall be familiar with the operation of the site-based leachate treatment plant.

12 The postholder shall be familiar with the reasons for, and method of, carrying out the following operations:
(a) leachate sampling and testing
(b) effluent and ground water sampling and testing
(c) landfill gas monitoring

13 The postholder shall advise the Landfill Manager of any difficulties likely to prevent the postholder's objectives being met.

14 The postholder shall be familiar with the departmental safety policy and other laws or regulations which may be introduced.

15 The postholder shall ensure that the following are maintained in a good, clean, serviceable condition by the postholder or a relevant qualified person:
(a) tracked excavator, refuse compactor and other site vehicles used
(b) pumps, generators and other items of plant
(c) fixed installations
(d) litter screens
(e) boundary fences
(f) civic amenity area
(g) public information signs
(h) culverts and water courses
(i) site access roads and hard standings
(j) plantations

16 The postholder shall be familiar with all mechanical and electrical systems on site.

17 The postholder shall be familiar with inputting data on to a computerised recording system.

18 The postholder will personally undertake the following duties or as directed by the Landfill Manager or by the nominated Site Chargehand:
(a) to operate a tracked excavator, wheeled excavator, tracked dumper and refuse compactor after relevant training for the purposes of waste disposal in a safe and proper manner
(b) to carry out routine servicing and minor repairs to refuse compactor as detailed in manufacturer's maintenance schedule
(c) to control vehicular traffic on the site
(d) to operate a weighbridge and enter data on to a computerised recording system
(e) to carry out ground maintenance including weed spraying within the site boundary
(f) to collect windblown litter from within the site boundary, water courses and adjoining land
(g) to carry out repairs to boundary fences and gates
(h) to sample and test ground water, leachate and effluent from treatment works
(i) to dispense dry and liquid chemicals in a safe and proper manner
(j) to sample for landfill gas migration within site boundary
(k) to check for vermin infestation within the working area
(l) to lay traps and poison for vermin control
(m) to ensure that civic amenity skips, compound and public access road are maintained in a clean and tidy condition
(n) to extend landfill gas vent stacks within the working area as outlined in the site working plan
(o) to operate a boat on the leachate treatment works lagoon for the purposes of carrying out maintenance
(p) to position litter screens as directed by the Landfill Manager, or in the Landfill Manager's absence, the nominated Site Chargehand.

19 The postholder shall comply with the Comhairle's policy on No Smoking at Work.



20 As part of the job, the postholder will be expected to work outside in windy and wet weather, to tolerate unpleasant smells, to walk over rough, uneven and steep underfoot conditions.

21 As part of the job, the postholder will be expected to work on Saturdays as directed by the Landfill Manager.

22 The postholder must have a current driving licence.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge		D1. Knowledge of wastes management industry.
Skills and Abilities	E1. Ability to work on own initiative. E2. Ability to work in harmony with staff and customers. E3. Adaptable and flexible approach and a willingness to work out of hours. E4. Ability to undertake, and persevere with, mundane and repetitive tasks. E5. Reasonable level of literacy and numeracy.	D2. IT proficiency.
Education and Experience	E6. Experience of operating heavy plant, machinery or process equipment.	D3. CPCS or equivalent certificates. D4. CPCS or equivalent certificate 360° tracked excavator.
Other Factors	E7. Willingness to work outside in all weathers and in unpleasant conditions. E8. Willingness to undertake training. E9. Reasonable fitness and health. E10. Willingness and ability to travel to and from the Southern Isles and to the mainland.	D5. A Current, full UK unrestricted driving licence. D6. Ability to speak Gaelic.