

BCP COUNCIL JOB DESCRIPTION

SERVICE UNIT: Environment
JOB TITLE: Waste Operative / Loader
REF No: 2837
GRADE: D
JE REF No: EEOPID
RESPONSIBLE TO: Site Supervisor (s)

MAIN PURPOSE

- To contribute to the efficient operational delivery of waste disposal services, commercial waste collections and associated services
- To work as part of a team of flexible multi-skilled operatives to ensure the daily workload is completed
- To contribute to maintaining the infrastructure that enables BCP residents and businesses to manage their waste safely and sustainably

MAIN RESPONSIBILITIES

1. To contribute to the successful operational delivery of the Council's waste disposal, commercial waste and associated collection services within Bournemouth, Christchurch and Poole.
2. To ensure these services are operated efficiently and legally will require participation in a flexible working week of 37 hours, which will include some weekend and bank holiday work, including occasional overtime / TOIL to meet the needs of the service.
3. Participate in training that will enable and enhance your own knowledge and skills required to meet service delivery requirements.
4. To complete appropriate records / paperwork required to fulfil the role (e.g., time sheets, commercial waste rejection slips).
5. Take a helpful, courteous approach to all customers, understanding their needs and suggesting solutions to problems where required and marketing waste services where appropriate.
6. To work as part of a flexible and multi-skilled team covering other duties where appropriate. These could include site security and taking payments for chargeable waste. Financial remuneration will be made where appropriate.
7. Share work knowledge with colleagues and new recruits.
8. To drive where appropriate and when trained on non-LGV vehicles (e.g., forklift, van).
9. Due to the nature of the work, you will be required to wear safety PPE at all times during the working day. You are required to take responsibility for the storage and maintenance of your own PPE ensuring it remains in a clean and useable standard.

10. To observe the Council's code of Safe Working Practise as defined in the Health and Safety policy.
11. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
12. To undertake such other duties as may be required from time to time commensurate with the level of the post.

Site based activities (where tasked)

1. To carry out duties associated with the site including sorting waste and recyclable material, loading, sweeping, cleansing, and assisting and directing site users.
2. To ensure the site is clean, maintained and safe for all site users.
3. To undertake a stop and verification of vehicles when required, checking driver identification and proof of address to ensure only approved users are accessing the site i.e., no trade vehicles.
4. To report to team leaders, details of any users suspected of abusing the site or staff.
5. To ensure, as much as practicable, that all waste entering the site is separated out accordingly, to maximise landfill diversion.
6. These posts will be based at either the Recycling Centres at Nuffield or Millhams and some cover may be required between sites.

Loading on RCV (when tasked)

1. Emptying of commercial waste containers.
2. Under the general direction of the driver, load vehicles safely and efficiently.
3. Assist the driver in vehicle manoeuvring and act as banksman when required.
4. To expand and maintain knowledge of all commercial collection routes and other operational services.
5. To train as an LGV driver to cover driver absence (which will be remunerated at appropriate rate).

Associated Services (when tasked)

6. Assist in other services such as bulky waste collections, bin delivery service, Cabot Lane depot and Council reuse shop (new to you).
7. Other similar services as tasked.

ADDITIONAL INFORMATION

Physical Effort - Operation of the waste collection and disposal services functions may require substantial physical effort over lengthy periods of time, which could include repeated lifting, carrying and walking for periods on a daily basis.

Working Environment - The post holder will be expected to work outdoors in all weather conditions. Work could potentially involve moderate risk to personal safety (e.g., bin lifts, manual sorting of waste).

The post holder will be exposed to some unpleasant odours / substances for short periods on a daily basis.

Prepared by: Laura Neil and Georgina Fry

Updated: April 2024

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE <ul style="list-style-type: none"> Dealing directly with members of the public Working outdoors in all weathers Waste collection/cleansing services 	Desirable Desirable Desirable	Application Form Interview References
QUALIFICATIONS / TRAINING <ul style="list-style-type: none"> Full driving licence NVQ 2 or similar qualification or experience relevant to the post Basic English and Maths skills 	Desirable Essential Essential	Application form Driving licence Interview References Certificates
APTITUDES /ABILITIES <ul style="list-style-type: none"> Follow guidelines and carry out instructions efficiently Work effectively with others, encouraging team working and supporting others Determines the needs of customers and takes action to meet these on non contentious matters Is open to new ideas and takes on board change Consistently achieves results that meet individual, team and organisational objectives 	Essential Essential Essential Essential Essential	Application form Interview References

<ul style="list-style-type: none"> • Ability to communicate with others in a manner that is understood • Is open and honest and takes responsibility 	<p>Essential</p> <p>Essential</p>	
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Health & Safety in the workplace • Understanding of role and how it contributes to frontline service quality • Knowledgeable about and compliant with safe working and manual handling practices 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form Interview</p> <p>On the job</p>
<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> • Punctual & reliable • Takes pride in the job and committed to maintaining high standards • Interest in serving the public • Willing to undertake further training as required • Positive attitude to the Councils purpose and values and the way it operates • Committed to seeking out new ways of working to improve service delivery • Celebrates team success and generates a team spirit 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form Interview References</p> <p>On the job</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Must be physically fit to be able to undertake the full range of duties - Full medical health assessment • Flexible approach to working hours and available to work evenings and weekends when required 	<p>Essential</p> <p>Essential</p>	<p>Satisfactory medical assessment</p> <p>Application Form Interview</p>