

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Recycling Advisor (Site Operative)	JEID	G0016
Salary Grade:	C		
Team:	Operations		
Service Area:	Waste Management		
Primary Location:	Any Household Waste Recycling Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Site Supervisor		
Responsible for:			

#### Role Purpose

To operate and maintain Household Waste Recycling Centres, assist members of the public with waste recycling and disposal, aim to achieve maximum recycling performance and a high level of service to members of the public and other facility users.

Postholders are required to work as part of a shift pattern.

The postholder will be required to work outside in all types of weather and may be required to move between site locations to meet the needs of the service.

#### Role Responsibilities

1. To inform and assist members of the public with the appropriate use of the recycling and disposal facilities
2. To pro-actively assist members of the public with manual handling of the items they bring to recycle/dispose of
3. To support the re-use agenda and identify items that would be suitable for recycling or for the on-site re-use shop and direct customers accordingly. To maximise recycling and reduce the amount of waste sent for disposal

To work the necessary shift pattern 7 on 2 off, 7 on 2 off, 7 on 3 off, which includes working three

weekends out of four and longer hours in the summer months.

4. To operate and maintain the site ensuring that all areas are kept clean and tidy at all times.

5. Operate and maintain heavy plant and equipment (training will be provided).

6. Ensure that the site office, staff comfort areas and buildings are maintained in a clean and tidy condition (including staff areas and bathroom facilities).

7. To ensure that the site, plant and equipment are operated in a safe manner adhering to the Health and Safety requirements of the site at all times.

8. To ensure the site operates within its Waste Management Permit and all other associated legal and environmental requirements.

9. To be able to operate the weighbridge and take customer payments.

10. Any other task relevant to the post and grade as specified by the Site Supervisor or Area Contracts Manager.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Experience of working with members of the public	A & I
Ability to work under own initiative, but also as part of a small team	A & I
Capable of physical manual work.	A & I
Good customer service skills and confident of dealing with a wide variety of situations and people	A & I
Ability to be flexible with changes in work shift patterns and to work long hours, including regular weekend and Bank Holiday work	A & I
Numeracy and literacy skills	A & I
The ability to operate heavy plant machinery (training will be provided)	A & I & D
Good verbal communications skills and the ability to communicate effectively with the public	A & I
Adequate levels of vision, hearing & mobility, with or without the use of aids	A & I
Ability to undertake continued training and development required or relevant to the post	A & I
Have an interest in waste minimisation and recycling	A & I
Understanding of the importance of health and safety	A & I

## Desirable Criteria

Assessed By:

Previous experience of recycling and waste disposal methods	A & I
Previous experience of plant and equipment operation or training	A & I & D
Qualification in First Aid	A & I & D
Qualifications associated with Waste Management, Recycling or Health & Safety practices	A & I & D
Full UK driving licence	A & I & D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen	<input type="checkbox"/> Work with vulnerable children or vulnerable

equipment)		adults
<input type="checkbox"/> Undertaking repetitive tasks		<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)		<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)		<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks		<input checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling		<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids		<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):		