

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:	Site Supervisor/Mobile Supervisor	JEID	G0015
Salary Grade:	G		
Team:	Operations		
Service Area:	Waste Management		
Primary Location:	Any Household Waste Recycling Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader, Waste Operations		
Responsible for:	Site Staff		

Role Purpose

To supervise the operation of HWRC to ensure the site provides a satisfactory service to members of the public and achieves recycling targets and to ensure that the site is run in compliance with Health and Safety and other legislative requirements.

To supervise HWRC staff and carry out manual work outdoors in all weathers all year round.

Mobile Supervisors will cover absences of regular site supervisors including their rest days and therefore will regularly required to cover different locations across the county. Effective mobility to work from different sites (ie Rugby, Leamington, Shipston, Kenilworth, Dordon) is essential.

The postholder will be required to work on a rota system which includes regular weekend working.

Role Responsibilities

To supervise site staff, including day to day supervision as well as managing performance, holding one to ones and appraisals.

To ensure the site is operated in accordance with legislation and Council policies.

To operate the weighbridge and/or complete all required paperwork.

To accept permitted trade waste and other permitted waste and where relevant charge in accordance with the scale of charges provided.

To check and record loads deposited by permit holders.

To deal with complaints raised on site. To respond to telephone queries from the public.

To ensure that the site, plant and equipment are operated in a correct and safe manner and are properly maintained.

To ensure the site and staff are working in compliance with Health and Safety legislation and council Health and Safety policy

To inform and assist members of the public with the correct use of the recycling and disposal facilities.

To ensure that the site, site office, staff comfort areas and buildings are maintained in a clean and tidy condition at all times.

To organise and arrange for the emptying of waste and recycling containers.

To be the main key holder for the site and the safe facility.

To be responsible for monetary transactions and occasional banking procedures where appropriate

To understand the workings of all sites and be mobile between them

To carry out manual work, outdoors in all weathers all year round (protective clothing provided).

To undertake any other relevant and appropriate duties and responsibilities commensurate with the post and grade.

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).

Assessed By:

Essential Criteria

Ability to supervise staff on site day to day and manage staff rotas, sickness, performance etc	A & I
Ability to work under own initiative, but also as part of a small team	A & I
Capable of physical manual work, outdoors in all weathers.	A & I
Confident of dealing with a wide variety of situations and people.	A & I
Ability to be flexible with changes in work shift patterns and the ability to work long hours, including regular weekend and Bank Holiday work	A & I
Good communications skills, including customer service skills and confidence of dealing with a wide variety of situations and people	A & I

The ability to operate heavy plant machinery (training will be provided) and the ability to undertake continued training and development required or relevant to the post	A & I & D
Good level of written and numeracy skills and be IT literate	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 including be willing to work towards a COTC for Waste Management or already hold one	A & I & D
Have an interest in waste minimisation and recycling	A & I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary	A & I & D

Assessed By:

Desirable Criteria

Previous experience of recycling and waste disposal methods	A & I
Previous experience of plant and equipment operation or training	A & I & D
To hold a COTC for Waste Management	A & I & D
Qualifications associated with Waste Management, First Aid , Recycling or Health & Safety practices	A & I & D
Previous experience of supervising or managing staff	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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☒ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☒ Rotating shift work	☒ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☒ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☒ Work with vibrating tools/ machinery
☐ Work involving food handling	☒ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	