

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Yard and Depot Supervisor**Unit/Team:** Waste Services**Grade:** D**Service:** Operations and Traded Services**Reports to:** Waste Operations Manager**Issue Date:** July 2026

PURPOSE OF THE JOB

To be responsible for the day-to-day supervision and safe operation of the Waste Services Depot (WSU), ensuring the site operates safely, efficiently and in compliance with all statutory, environmental and Council requirements.

The postholder will oversee all operational activity within the depot, ensuring the safe movement of vehicles, staff, contractors and visitors, whilst maintaining effective traffic management, environmental compliance and high standards of housekeeping.

The role will oversee the operation of the weighbridge, waste transfer areas, recycling and refuse storage facilities, food waste skips, vehicle fuelling facilities, wash down area, staff parking, contractor access and the coordination of depot activities with the on-site workshop. The postholder will ensure the depot supports the efficient delivery of Waste Services and Street Cleansing operations whilst promoting a positive health and safety culture across the site.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1** Manage the daily operation of the Waste Services Depot, ensuring that all operational activities are carried out safely, efficiently and in accordance with legislation, Council policies and operational procedures.
- 1.2** Take responsibility for the safe management of all vehicle and pedestrian movements throughout the depot, ensuring compliance with the site's one-way traffic management system and implementing appropriate controls to minimise operational risks.
- 1.3** Supervise the operation of the weighbridge, ensuring all incoming and outgoing waste movements are accurately recorded.

- 1.4** Oversee the operation of the waste transfer station, including refuse storage, recycling sheds, food waste skips and associated storage areas, ensuring waste is handled, stored and transferred safely and efficiently.
- 1.5** Monitor waste storage capacities and coordinate collections with the back office staff.
- 1.6** Oversee the vehicle wash down facilities, ensuring they remain operational and comply with environmental and pollution prevention requirements.
- 1.7** Coordinate the daily use of depot parking areas for Waste Services, Street Cleansing, fleet vehicles and visitors, ensuring parking arrangements support the safe and efficient operation of the depot.
- 1.8** Carry out regular depot inspections to identify hazards, defects and operational issues, ensuring corrective action is taken promptly and escalating significant issues where necessary.
- 1.9** Maintain high standards of housekeeping throughout the depot, ensuring traffic routes remain unobstructed, waste storage areas are organised, and depot facilities are clean, safe and operational.
- 1.10** Promote a positive health and safety culture by ensuring compliance with risk assessments, safe systems of work, PPE requirements and site operating procedures.
- 1.11** Ensure compliance with all relevant legislation relating to Health and Safety, environmental management, waste transfer, pollution prevention and operator licence requirements.
- 1.12** Support the mobilisation and demobilisation of operational services each day, ensuring the depot is prepared for service delivery and operational issues are resolved promptly.
- 1.13** Assist with the induction of new employees, agency staff and contractors, ensuring they understand depot procedures, emergency arrangements and health and safety requirements.
- 1.14** Deliver or support toolbox talks and operational briefings to promote continuous improvement and reinforce safe working practices.
- 1.15** Contribute to the continuous improvement of depot operations by identifying opportunities to improve efficiency, safety, environmental performance and customer service.
- 1.16** Undertake such other duties commensurate with the grade of the post as may reasonably be required.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1** Support Council-wide initiatives and service improvement programmes as required.
- 2.2** Promote effective working relationships across Waste Services, Street Cleansing, Fleet Services and other Council departments.
- 2.3** Represent the service professionally when dealing with contractors, partner organisations and regulatory bodies.
- 2.4** Ensure depot operations comply with Council policies, procedures and statutory requirements.
- 2.5** Participate in emergency planning and business continuity arrangements where required.
- 2.6** Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

The postholder will provide day-to-day supervision of depot staff and coordinate the activities of contractors, visitors and operational personnel using the depot.

The postholder will monitor performance, provide operational guidance, support staff development and ensure compliance with site procedures and health and safety requirements.

4. FINANCIAL RESPONSIBILITIES

The postholder will be responsible for the efficient use of Council resources and equipment within the depot.

5. RESPONSIBILITY FOR ASSETS AND DATA

The postholder will be responsible for the safe operation and security of Council assets located within the depot including the weighbridge, fuel installation, wash down facilities, waste storage areas and associated operational equipment.

6. EXTENT OF PUBLIC CONTACT

The postholder will have regular contact with Council employees, contractors, delivery drivers, waste disposal companies and visitors attending the depot.

The postholder will ensure all interactions are professional, customer focused and consistent with the Council's values and standards.

7. WORKING CONDITIONS AND ENVIRONMENT

The role is predominantly based outdoors within a busy operational waste depot.

The postholder will regularly work in the vicinity of heavy goods vehicles, mobile plant, waste transfer operations and operational machinery.

Protective clothing and personal protective equipment must be worn as appropriate.

The role will require occasional attendance outside normal working hours to support operational requirements, emergency incidents or severe weather events.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Yard and Depot Supervisor



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of supervising staff within an operational depot, logistics, highways or waste management environment.	E	A, I
Good knowledge of Health and Safety legislation and safe systems of work.	E	A, I
Experience of managing vehicle movements and traffic management within a busy operational site.	E	A, I
Knowledge of waste transfer operations and environmental compliance requirements.	E	A, I
Experience of supervising contractors and visitors on operational sites.	E	A, I
Ability to make sound operational decisions under pressure.	E	A, I
Strong communication and interpersonal skills.	E	A, I
Ability to organise workloads and prioritise competing demands.	E	A, I
Good IT skills including Microsoft Office applications.	E	A, I, T
Ability to promote high standards of customer service and teamwork.	E	A, I
Full UK Driving Licence.	E	D
A commitment to work within our CAN DO values	E	A, I
IOSH Managing Safely or equivalent.	D	D
Experience of operating or supervising a weighbridge.	D	A, I
Experience within Local Government Waste Services.	D	A, I
Supervisory or management qualification.	D	D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D