



Waste Supervisor

LEVEL:	6
ACCOUNTABLE TO:	Operations Manager
SALARY:	£38,510 to £39,481 per annum
LOCATION:	Torr Quarry, Kingsbridge
CONTRACT:	Permanent

Job Purpose

The Waste Supervisor will lead the daily delivery of frontline waste collection services, ensuring compliance with health and safety legislation and environmental regulations. This role supports the operational and community service teams by delivering a high-quality, customer-focused service. The post holder will manage frontline staff and agency workers, support the effective deployment of resources, and oversee safe working practices across waste and recycling operations.

The role also includes planning work rotas, conducting staff welfare checks, and ensuring training and performance standards are maintained in line with wider service delivery across environmental and localities functions.

Role Profile

- Direct line-management of operatives, including daily briefings, debriefings, 1-1s, appraisals, and training sessions.
- Allocate and schedule daily work programmes, ensuring appropriate crewing levels and staff are trained, equipped, and briefed.
- Maintain robust records of staff performance, sickness, return to work interviews, and absence reporting.
- Oversee the completion of daily rounds safely, ensuring only fully inducted employees with the correct Personal Protective Equipment (PPE) are deployed.
- Ensure depot and Waste Transfer Station (WTS) safety is adhered to through site inspections, reporting, and corrective actions.
- Ensure agency staff timesheets are accurate and monitor agency deployment in line with operational needs.
- Complete 12 supervisory visits per month and record findings in the site diary.



- Health and Safety Compliance
- Ensure all waste operations comply with environmental permits, Control of Substances Hazardous to Health (COSHH), and Enforcing Authority (EA) regulations.
- Monitor storage/handling of permitted waste and ensure alignment with local and statutory guidance.
- Deliver mandatory training (e.g., Toolbox Talks, refreshers) to ensure staff competency and safety.
- Escalate incidents and near misses and ensure accurate recording in incident management systems.
- Oversee Personal Protective Equipment (PPE) use and ensure safety signage and risk controls are in place and observed.
- Conduct Customer and Community Engagement.
- Respond to Stage One complaints, councillor enquiries, and Customer Services Team (CST) communications within agreed timescales.
- Maintain performance data against key indicators and work collaboratively to address service shortfalls.
- Reporting and Monitoring
- Manage operational documentation for audits, inspections, and insurance claims.

Person Specification

Qualifications

Essential	Desirable
Good standard of general education including GCSE Grade C or above in Maths and English (or equivalent).	HGV Class 1.
Excellent IT skills and a good working knowledge of the Microsoft Office Suite.	Health and Safety Qualifications such as Institution of Occupational Safety and Health (IOSH) managing safety or equivalent.
Demonstrable communication skills from frontline staff to management level.	
Full UK manual driving licence.	



Knowledge / Experience

Essential	Desirable
Knowledge of the waste management/collection industry.	Good understanding of Council services.
Knowledge of health and safety standards/regulations and awareness of best practice.	Knowledge of the Whitespace collections software.
Experience of working in an operational environment.	Experience of working within the waste collection environment.
Line management experience.	

Skills / Abilities

Essential	Desirable
Enthusiastic, reliable, and hard-working.	
Able to communicate effectively both orally and in writing.	
Numerate.	
Accuracy and attention to detail.	
Team player with the ability to work on own initiative.	
Ability to work flexibly and/or at short notice.	



Strong Leadership and communication skills.	
Organised with excellent time management and administrative abilities.	

General / Other

Essential	Desirable
Ability to work as part of a team.	
Calm under pressure.	
Willingness to work out of hours if required.	

General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.



Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.