JOB DESCRIPTION

POST TITLE:	**Depot Operative**		
POST NO:		**SERVICE UNIT:**	**Operational Services**

JOB PURPOSE:

- To load, unload and process recyclate and refuse, and safely operate associated machinery.
- To assist with refuse, recycling and cleansing service delivery when required.
- To help ensure cleanliness, legal compliance and safe operation of baler, sorting equipment and depot.

POSITION IN ORGANISATION:

Number Directly Supervised: Staff: 0 Manual: 0

Immediate Superior (post title): Supervisor

POST CLASSIFICATION (tick one box):

Director in Charge	Exec. Director	Head Major Division	Senior Managem't	Middle Managem't	Junior Managem't	Supervising Small Section	No Supervisory Responsiblty
							✓

MAIN DUTIES (briefly summarise principal duties. Do not list every task):

- By operation of telescopic handler and forklift truck - to load and transfer recyclate, waste and other materials, and keep stockpiles tidy. Receive deliveries of stock (bins) and ensure that they are stored appropriately
- Empty food stillages into the closed skip. Wash and disinfect stillages and clear all spillages from the process hall floor by manually scraping and shovelling the waste
- Wash out dirty wheeled bins and return them to the storage compound
- To sort, sift and prepare commodities for baling and onward shipment
- To operate baler and sorting equipment, and associated conveyor lines in accordance with safety guidelines
- To conduct daily routine maintenance and checks of all relevant plant and machinery
- To keep your abilities current to enable you to carry out all the tasks required for the role.
- To undertake the relevant training in order to carry out working at height, scissor/boom lift, working in confines spaces.

- To help ensure cleanliness, legal compliance and safe operation of depot including the smoking area
- Ensure that the textile area is kept tidy and the fire escape route is maintained at all times
- Keep the WEEE recycling area tidy at all times.
- undertake routine cleaning of the processing equipment and bailers. Isolate all equipment at the power supply to be able to clear blockages on / in the equipment
- Work on a rolling rota to ensure that your skills and competencies are maintained on the Telehandler; Forklift; and bailing equipment
- To provide cover when required on collection or street cleansing services
- Drive non-LGV & LGV vehicle within the yard when required, wash down vehicles and equipment as instructed
- Comply with statutory requirements, Council policies and procedures, including health and safety and security, to include wearing the correct PPE at all times, reporting any concerns to the appropriate person
- Actively support the Council's Equal Opportunities policy
- Contribute to the overall aims and targets of Works and Recycling Services, appreciate and support the role of other team members
- Be aware of and take part in Works & Recycling Services performance management framework, and participate in training and development activities as required
- Undertake any other similar duties as required to form part of a flexible team

SKILLS, KNOWLEDGE AND EXPERIENCE: **Minimum Time on Job: 12 months**

- Full car driving licence, telescopic handler and forklift licenses and HGV
- Experience of 'hot works', angle-grinding equipment and rebar cutting
- Experience of, or aptitude for, operating a wide range of machinery including - telescopic handler, forklift truck, light commercial vehicles, bailers, presses and conveyer lines
- Undertake safety checks for plant and equipment and be trusted to judge where they can take on first-level repairs and maintenance
- Trained and able to use 'working at height 'safety equipment including a harness and mobile scaffold tower to maintain equipment / clear blockages
- Trained and able to work in confined spaces to clean under the baler/conveyors.
- The ability to communicate effectively with contractors; delivery people and haulage drivers to ensure safe operations at all times
- The ability to safely move LGVs inside the depot and in contained areas / small spaces
- Understanding of the importance of adhering to safe systems of work and safety policies.
- Ability to use complex IT controlled equipment and adjust where necessary.
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PROBLEM SOLVING, COMPLEXITY AND USE OF INITIATIVE:

- Operates a number of complex machines, most requiring routine inspections, regular cleaning and maintenance; occasionally, basic maintenance and / or repairs can resolve issues, to avoid machinery down-time, i.e. bailer belts, greasing and safety checks
- To and react to pressures of multiple vehicles arriving at the same time, ensuring they are not exposed to risk, i.e broken glass causing punctures and juggle their manoeuvring to make sure they are offloading safely
- Follows set rules and procedures and problem solve when needing to use alternative methods when machinery or systems fail i.e. a swing shovel
- Be aware of traffic management requirements/movements and ensure everyone follows the process.
- Be aware of H&S issues and mitigate and identify any risks, like fire in combustible materials
- Ensure workplace is kept vermin-free, by liaising with Supervisor and arranging material collections promptly
- Ensure PPE stock is brought to the portacabin when requested from Supervisors.
- The new baler is IT controlled complex piece of equipment that staff are required to train to use and operate efficiently.
- Operating the baler requires regular problem solving and solution identification as well as sound judgement.

DECISIONS, LEVEL OF ADVICE AND IMPACT:

- Bailing items efficiently, to achieve maximum payments for recyclable materials, working with Supervisor to ensure materials are collected at the optimum time, to avoid risk / ensure a safe environment and maximise profit
- Prioritise work in order to ensure all functions are completed in a timely way i.e. loading of haulier vehicles promptly to avoid waiting charges and blockages in supply chain, causing overtime payments
- Make efficiency suggestions to managers regarding methods of working and equipment / machinery
- Make sure LGV movements are optimised (enough space and safely in tight spaces), all to ensure crews can finish on time, or get back out on rounds; take over unloading where necessary, to avoid crew overtime
- Follow EA guidance on material storage and yard cleanliness to reduce risk of breach in permit..

OPERATIONAL RESPONSIBILITY:

- Undertake repairs to wheelie bins, to reuse and reduce departmental expenditure
- All materials will be bailed daily. Supervisors would make any decisions to hire external services.
- Prioritise own safety and that of other staff using or visiting the yard, particularly with LGV movements, to minimise accident risk and fires,
- Follow EA guidance on material storage and yard cleanliness.
- Ensure plant and machinery daily checks carried out, routine maintenance is carried out and faults fixed, where in scope of ability, to avoid delays and backlogs and reduce engineer costs
- Ensure food waste spillages are cleared, stillages are washed out and disinfected for the wellbeing of all, take over emptying vehicles to ensure staff get away on time when backlog of vehicles happen
- Ensure quality control on crew collections of recyclables, where contamination occurs liaise with crews (and where necessary Supervisors) to lessen impact on their sales value / NDC income
- Keep Supervisors and Managers appraised regularly of issues impacting the yard efficiency and effectiveness.

WORKING CONDITIONS:

- High proportion of manual work, indoors and outdoors
- Working in confined spaces with LGVs in a safe and effective way
- Regularly works in a disagreeable environment, with high noise levels
- Adopts safe systems of work to minimise risks in work environment
- Uses working at height safety equipment where required for maintenance and the removal of blockages
- Working in confined spaces following relevant training.

COMMUNICATION: (INTERNAL 95 % EXTERNAL 5%

- The postholder will have constant daily contact with other members of staff in the department, as well as occasional contractors calling to make bulk collections.

Officer's Signature ..... **Date** .....

Supervising Officer's Signature ..... **Date** .....

Business Unit Manager's Signature ..... **Date** .....

PERSON SPECIFICATION

BUSINESS UNIT:	**POST TITLE:** Depot Operative

THE EMPLOYEE	ESSENTIAL	DESIRABLE
HEALTH:	• Ability to lift heavy weights • Ability to work outdoors in all weathers • Ability to undertake manual tasks for extended periods of time • Ability to perform repetitive tasks	•
EDUCATION & TRAINING:	• Literacy and numeracy • Knowledge, understanding and training in relevant health and safety requirements • Able to communicate clearly by mobile phone	• Working at height • Confined spaces training • HGV
WORKS EXPERIENCE:	• Experience of heavy prolonged manual work • Experience of operating baling & sorting equipment	• Experienced in the use of telehandler and forklift truck
SKILLS:	• Able to work constructively as part of a team • Self motivated • Good communication skills • Good time keeper • Able to learn complex systems • Ability to follow schedules, work to agreed parameters understand and follow instructions • Ability to recognise dangerous situations and highlight/resolve	• Ability to problem solve and find alternative solutions when under pressure
CIRCUMSTANCES:	• Flexible approach to working on recycling, refuse or sweeping assignments • Participate in training and development activities • Able to work between 08:00 - 16:00 be contracted hours • Able to work a Saturday after a bank holiday	•