

Job Title: **Waste Transfer Station Machine Operator**

Service Area: Household Waste Recycling Sites

Grade: B3

Directorate: Environment & Housing

Responsible To: Team Leader (Technical Manager, HWSS Team Manager,
Service Manager)

Responsible For: N/A

PURPOSE OF JOB:

To be responsible for providing a safe, efficient and reliable waste and recycling service for the Household Waste Sites which meets the needs of the citizens of Leeds.

RESPONSIBILITIES:

1. Operate waste plant/vehicles/machinery safely and be responsible for any of these allocated resources.
2. Be responsible for providing a safe, efficient, and reliable waste and recycling service, which includes following any instructions by your Team Leader/ Manager.
3. Ensure you abide by and work within the values and behaviours expected by the Service and the Council. Be courteous to colleagues and members of the public at all times.
4. Duties will include vehicle/plant checks, required routine maintenance (for example oil and water checks) and cleaning of the cab. You must report any plant/vehicle defects noticed throughout the course of the day.
5. Be responsible for the safe use of the plant/vehicle, oversight of the operational work and safety of self, other staff and customers.
6. Control chargeable waste and facilitate revenue collection using appropriate payment technology.
7. Undergo relevant training and development (e.g. on the job or training courses). This will include training relating to the use of power tools, customer service, handling of hazardous waste, health and safety issues, weighbridge software etc.
8. When not operating plant/vehicles, assist 'HWSS Recycling Assistants' in the collection and sorting of materials handled at HWSS and transfer stations.
9. To ensure that essential records as required relating to the work of the post (e.g. waste movements, duty of care, consignment notes, safety documents, etc.) are completed fully, promptly and accurately. This may be written or electronic.
10. Report any issues to management using the available systems and technology. Be responsible for the correct use of any technology used for recording purposes, including in-

cab units and mobile phones, following related procedures. Complete training as expected. Input data in the accepted manner and ensure any issues with technology are reported as soon as possible.

11. Ensure delivery of a customer focused service. Answer queries from the public in a polite manner, using customer care principles.
12. Work in partnership with internal and external partners. Including the back office team, development and contact centre to ensure a high quality service is delivered. Respond in a positive way to queries from Management/other partners.
13. At all times operate safely following site rules and traffic instruction and ensure that all relevant Health and Safety regulations are observed and complied with.
14. To use a range of specialist tools, where necessary having received relevant training. This includes the ability to undertake horticultural work (e.g. pruning and cutting back shrubs, hedges, overhanging branches, mowing / strimming of grass and removal of weeds).
15. Undertake any ancillary labouring, cleaning and maintenance duties as directed, relative to the site you are working at and the Service needs. Undertake or ensure that grounds maintenance of sites is completed on a regular schedule as applicable to the site.
16. Operate the weighbridge if required.
17. Attend training courses as necessary and demonstrate a commitment to keeping up to date with skills and knowledge through self-development.
18. Wear protective clothing, boots, gloves, high visibility jackets, etc. as required by Health and Safety procedures of the Service. Ensure that requests for new equipment are made where essential and in a timely manner.
19. Report suggestions for improvements to your Managers/Supervisor to help improve the delivery of a more efficient and quality service.
20. Work with colleagues as part of a Team for Leeds and adopt a 'One Council' approach.
21. Positively undertake the segregation of recyclable material, to extract as many recyclables as possible and utilising reuse facilities available on site to positively separate waste for reuse (e.g. paint, WEEE and furniture).
22. To actively deter trade/commercial waste visitors from using the household waste facilities, complying with individual site procedures and current permit restrictions.
23. To ensure that all resources used (e.g. equipment, machinery and buildings, etc.) are kept safe, in good order and condition, and are not exposed to the risk of loss, damage or theft. In addition to the vehicle/plant checks, to keep any plant/vehicles used clean and tidy both inside and out.
24. Willing to abide by the Council's Equalities Policies in the duties of the post, and as an employee of the Council.
25. Willing to take personal responsibility under and abide by the Council's Health and Safety Policy.

26. Be prepared to be flexible and adaptable to change.

It should be noted that this job description is subject to occasional changes to incorporate other commensurate duties and responsibilities in response to organisational change/review and to assist flexibility. The duties outlined are not meant as an exhaustive list and will also comprise any other duties appropriate to grade.

ECONOMIC CONDITIONS

The hours of work are an overall average of 32.15 hours per week, over 7 days per week (Monday to Sunday inclusive), working 4 days one week 3 days the other week on a repeating cycle, 52 weeks per year except Christmas Day, Boxing Day and New Year's Day.

There will be a seasonal variation to hours of work:

Summer (Apr-Oct) : 7.45am – 6.15pm (average weekly hours of 35)

Winter (Nov-Mar) : 7.45am – 4.15pm (average weekly hours of 28)

The normal working day will include a 30 minute unpaid lunch break.

Fixed payments to reflect weekend and Bank Holiday working will be made in accordance with the National Joint Council (NJC) for Local Government Services Terms & Conditions of Service.

In certain circumstances, in the interests of operational efficiency, rota cycles can be varied subject to appropriate consultation and with reasonable notice.

Flexitime, not applicable.

Other conditions in accordance with the provisions of the scheme of Conditions of Service of the National Joint Council for the Local Government Service as adopted or amended by the Council.

PHYSICAL CONDITIONS

You will be largely based at Kirkstall Road Transfer Station but may be required to work at any other location as required.

RELATIONSHIPS

The post holder will be required to liaise with members of the Public, staff in other sections of the Department and the Authority and representatives of External agencies.

PROSPECTS

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Selection Criteria	Essential/ Desirable E/D	Means of Assessment: App.form/Inter view/Test/Cert ificate
SKILLS		
Ability to communicate effectively with customers and ward members	E	A/I/T
Ability to resolve conflict	E	A/I
Able to quickly learn new tasks and follow instructions	E	A/I
Ability to understand written and verbal instructions	E	A/I
Able to use basic hand tools and equipment safely, efficiently and skilfully	E	A/I
Able to work to deadlines to high standards in terms of time and work quality	E	A/I
Able to complete required paperwork	E	A/I
Able to work outdoors for long periods and in all weather conditions with appropriate protective clothing/equipment.	E	A/I
Able to carry out work which requires occasional lifting/pulling and carrying heavy objects or equivalent physical effort	E	A/I
Ability to work as part of a team.	E	A/I
Ability to work with a range of partners, agencies and teams (including elected members) to ensure sites are responsive to customer needs and reuse/recycling is maximised.	E	A/I
Have a high degree of organisational ability and be able to guide others effectively to deliver high quality work.	E	A/I
Able to encourage site users to reuse and recycle their waste.	E	A/I
Ability to inform customers on the services we offer for recycling and understand the end use for materials we collect on site.	E	A/I
KNOWLEDGE AND QUALIFICATIONS		
Possession of appropriate competency to operate heavy plant and machinery e.g. NPORS	E	A/I/C
Knowledge of driving regulations and the highway code.	E	A/I
West Yorkshire Trading Standards Weighbridge Operator Certificate	D	A/I/C
Good numeracy and literacy	E	A/I
EXPERIENCE		
Experience of using powered and mechanical equipment relevant to the work of the post.	E	A/I/C
Experience of dealing with member of the public and customer care.	E	A/I
Experience of environmental maintenance tasks relevant to the work of the post.	D	A/I
Work with minimal supervision.	E	A/I

OTHER		
Knowledge of and commitment to the delivery of high quality services and the standards expected when dealing with members of the public.	E	A/I
Awareness of waste industry guidance for operation of sites	D	A/I

Job Risk Analysis

Recruiting Employer	Leeds City Council
Department and Section	Environment and Housing
Post/Job Title	Transfer Station Machine Operator
Description of main activities the applicant would be required to undertake	To deliver front line service, operation of transfer loading plant & equipment, waste collection and sortation at HWSS, labouring & maintenance.
Hours/work pattern	Two week shift pattern average 32.14 hours per week.

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		X
Work in excessively noisy environments.		X
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build-up of gases, vapours or fumes or the need for the use of breathing apparatus)		X
Use of tools and equipment associated with hand-arm or whole-body vibration.	X	
Driving Leeds City Council Vehicles.		X
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		X
Contact with hazardous substances identified as requiring regular health surveillance under COSHH n.b. this includes infectious agents eg from bodily fluids, or zoonoses.		X
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
Work with lead or lead-based products.		X
Work with, or regularly in, environments where there is likely to be, asbestos containing materials.		X
Where the role requires an employee to be immunized.		X
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions;		X
Any other occupational hazards/comments relevant to this post (state):		X

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users.	X	
Working in isolation/lone working.		X
Work with electrical wiring.		X
Work where there may be occupational exposure to bodily fluids (all reasonable		X

control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.	X	
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).	X	
Working with vulnerable service users.		X
Work with repetitive movements or forced posture.	X	
Work as a regular display screen user.		X
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		X
General office-based activities.		X
Driving own vehicle on Council business. - potential		X
Any other occupational hazards/comments relevant to this post (state):		

N.B. Appropriate control measures for these identified hazards will have been identified and implemented.

This role has been classified as a PART A ROLE