

POST TITLE	WASTE AND INFRASTRUCTURE OFFICER
DIRECTORATE	PLACE
SERVICE	NEIGHBOURHOOD ENVIRONMENTAL SERVICES/WASTE DISPOSAL AND CONTRACTS
RESPONSIBLE TO	DISPOSALS OPERATIONS MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

Co-ordinate and where necessary, procure repairs and improvements to infrastructure across all waste management facilities, ensuring these are completed timeously and to budget, to allow the facilities to function in a safe, orderly and efficient manner.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Aid compliance with the Waste Management Licence, Working Plan, other legislation and best practice at all relevant sites through the provision of appropriate physical, mechanical and other infrastructure.
- Co-ordinate Duty holder activities for all Waste management sites to ensure and evidence compliance with such legal duties as Fire wardens, First aider provision, H&S inspections, Fire Risk assessments, legionella testing etc.
- Introduce new materials for recycling and facilities to do so at all HWRC and WTS. Liaising with managers, site supervisors / chargehands, other CEC staff and contractors, ensure appropriate infrastructure is provided, repairs are actioned quickly, and contracts are put in place to allow sites to function safely, efficiently and within the Waste Management Licence (WML) conditions for each site.
- Assist in the development and procurement of servicing, maintenance and repair contracts for mechanical infrastructure (e.g. WTS doors, WTS misters, pressure washers) and fixed infrastructure (e.g. gantries, white lines, walkways, steps etc).
- Meet contractors on site to show them required jobs, get quotes from them, and manage any work.
- Work with the Contracts team to develop specifications, contribute to tenders, waivers etc, evaluate tenders etc to purchase more skips and other infrastructure as necessary.
- Accept / agree quotes and award work in line with council's procurement procedures.
- Monitor servicing / repairs contracts to ensure contractors are meeting the terms within it, liaise with contractors to correct any minor cases of non-compliance and escalate where there are major or repeated cases of non-compliance.
- Find alternative methods of repair and / or temporary replacement of facilities when existing contractors or council services do not perform.
- Coordinate and enforce all duty holder responsibilities across all W&C sites.
- Assist in a culture change to improve H&S on sites
- Develop maintenance schedules, organise and maintain records of inspections at suitable intervals for all assets on sites.
- Ensure, with site supervisors and other supervisory / managerial staff, that infrastructure and equipment inspections are carried out, recorded and any defects promptly repaired. These checks may be in written or electronic formats.
- Where assets have been removed from service due to malfunction / fault, source / develop suitable alternative to allow the service to continue to run. Ensure quick and efficient repair of any affected equipment / infrastructure.

- Enforce any 'DO NOT USE' (/ 'VOR') situations with infrastructure / equipment on site.
- Ensure plant / equipment issues are communicated to staff and supervisors on all shift patterns as required.
- Maintain oversight of all repairs / defects / faults related to Waste management facilities reported to Property Management Service Helpdesk and escalate where necessary to facilitate repair.
- Ensure supervisors are informed in advance of contractors who will be working at their sites.
- Manage (in consultation with supervisors) disposal staff to carry out small repairs on site and in buildings.
- Assist with development of training and training of staff to use equipment to safely carry out their roles.
- Develop & update KPIs for infrastructure availability / repair times and improve upon performance.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Experience in Waste management facilities is essential, as is experience / knowledge of waste management licensing, working plans, safe systems of work etc and working within these at all times.
- Knowledge of health and safety and its application in waste management or other industrial sites is essential as are excellent customer care skills.
- Hold a COTC level 4 or gain one within three years of starting the post.
- The postholder must hold a current driving license and will be required to travel between sites.
- Whilst the inspection, repair and maintenance work is generally determined by established procedures, the post holder is required to make dynamic decisions to ensure continuity of service, safety of staff and members of the public, and appropriate use of resources.
- The postholder must be creative to specify custom made infrastructure for sites, and to identify newer, safer ways of doing things.
- Daily communications with NES frontline, supervisory and management staff will be required to agree upon the best way of achieving a goal. Diplomacy will be required, as will the ability to make decisions which may be unpopular, with little guidance.
- The postholder must maintain good relationships with other Council colleagues. (Facilities Management, Pest Control, blacksmiths etc.) as well as contractors to ensure a fast and good level of service.
- The postholder will have to find companies to do the required work for the council, and work with them and colleagues to ensure they are dealt with according to council rules.
- The postholder generally follows established procedures for approximately 50% of their work, but the other 50% will need be creative and think out of the box to provide safe and cost-effective solutions to infrastructure problems.
- Decisions made by the postholder will impact on the health and safety of colleagues and members of the public.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- This post will have a number of conflicting deadlines and ongoing jobs across facilities across the whole city. The postholder will be able to manage their own time, but will find, due to deadlines, that at least 50% of the time they do not have choice in what they do.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Some lifting / manual work may be required on sites; 5% of the time.
- It may be necessary to use / test infrastructure and tools – 5% of the time.
- The postholder will be exposed to dirt, noise, odour, weather – 60% of the time.
- The postholder will work in the flow of traffic – 20% of the time.
- The postholder will be in the vicinity of those working with Power tools – 5% of the time.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

This post does not manage any staff but will rely on NES staff and the business support team to report issues to Corporate Property Helpdesk. Whilst not a managerial role, this is a matrix management/ co-ordination role.

RESOURCES

This post is responsible for a variety of small hand and power tools and electronic devices used across sites. This post will have a budget for repairs of £50,000 - 100,000 / year (TBC)

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;

Co-operating with management and following instructions, safe systems and procedures;

Reporting any hazards, damage or defects immediately to their line manager; and

Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).