

POST TITLE	DEPOT AND DISPOSAL TEAM LEADER
DIRECTORATE	PLACE
SERVICE	NEIGHBOURHOOD ENVIRONMENTAL SERVICES/WASTE DISPOSAL AND CONTRACTS
RESPONSIBLE TO	DISPOSAL OPERATIONS MANAGER
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	0

PURPOSE OF JOB

To manage Waste Transfer Stations, Household Waste Recycling Centres and depots, complying with relevant laws, working practices and council policies, whilst maximising efficiency and minimising costs.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Manage staff, allocate tasks and maintain records to evidence compliance with all relevant standards.
- Assist with Duty Holder activities (taking on site responsibility for them), including duties such as Fire wardens, Fire alarm checks, first aider provision, H&S inspections, Legionella testing.
- Produce Risk assessments, Safe systems of Work, Toolbox talks and deliver these to teams.
- Manage the sites to ensure they run efficiently, safely and in accordance with the requirements set out by the Scottish Environment Protection Agency (SEPA), The City of Edinburgh Council (CEC), Animal Plant Health Agency (APHA), Health and Safety Executive (HSE) and other relevant bodies.
- Manage & maintain a safe working environment across the whole depot, reporting & resolving any issues.
- Meet and discuss Health, Safety and Welfare issues with Safety officers and elected staff.
- Liaise with contracts team & others to ensure supply of materials and goods as required to run the site(s)
- Deal with inspections by SEPA / APHA / HSE / CEC services / Fire service and others as required, including, providing any information requested as follow up actions.
- Ensure that regular inspections of sites and all associated plant, equipment and infrastructure are carried out, recorded and any defects actioned promptly.
- Ensure plant / equipment issues are communicated to other site users/ shift patterns.
- Manage staff to ensure compliance with Statutory, Council and departmental requirements.
- Manage Confirm enquiries (/ other similar enquiries and tasks) ensuring prompt and suitable responses to all queries, complaints, compliments etc.
- Undertake enforcement reporting where environmental offences committed on site e.g., illegal deposit of trade waste, unregistered waste carriers, unauthorised removal of waste from site etc.
- Interrogate computer systems such as the booking system to retrieve data about site users where necessary, and in accordance with data protection principles at all times.
- Review and update the Site Working Plan as appropriate and as a minimum on an annual basis.
- Ensure all conditions of Waste Management Licences (WML) & Working Plans are met and documented.
- Manage staff performance levels, annual reviews and development / training as well as recruitment of staff as and when required.

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

- The post holder should be a good people manager, able to delegate tasks and ensure they are carried out to a high standard. They should be qualified to COTC level 4, or obtain this qualification within 2 years of appointment. They should also undertake various courses as continued professional development on a regular basis during their employment.
- Whilst the work is generally determined by established procedures, Supervisors are required to make dynamic, creative decisions when running sites to ensure continuity of service, safety of staff and public, and appropriate use of resources and allocation of tasks.
- This post has a high level of personal contact with a wide variety of stakeholders including their own team, supervisors & staff from other sections working in the same location, who the post holder must work with to fix and communicate issues on site. There is a high chance of conflict here.
- Postholders must work with the general public, council staff from other services, and attempts by unauthorised members of the public to use the site. Again, potential for conflict here is high.
- The postholder must make choices which will affect the running of the depot – affecting up to the 300 staff working in the depot, not just the 15-20(approx.) staff the postholder would manage. This will affect many people's daily work / jobs for whom the supervisor will have no line management responsibility for. These choices may require to be made following consultation with supervisors, staff or managers from other parts of the W&C service. Decisions will be made about immediate operational issues. Where longer terms operational / depot issues are concerned the postholder may make the decision or give a recommendation to a senior manager.

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

There will be conflicting priorities for around 70% of the working day often in the form of vehicles needing to empty / load, or demand from other site users on the postholders' time. The postholder must balance these demands and keep the public, staff and contractors and the HWRC, WTS and depot running efficiently.

The postholder can control their activities for perhaps 40% of the time.

Physical effort, (beyond walking) is required around 5% of the time.

The post is office based, but the postholder must be on site regularly and may be exposed to adverse weather, heat, odour, wind as well as dirty environments, for around 30% of their time.

The postholder will work in the flow of traffic for around 30% of their time.

The postholder must be vigilant to check site safety and remedy any safety breaches around 70% of the time.

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

Lead the site chargehands and staff to deliver excellent service to the public and other site users, ensuring high levels of separation of materials and good customer service at all times.

Manage a range of staff from grade 3- 5, Up to 15 of.

Chargehands and driver posts work remotely.

RESOURCES

Entire depot (build cost c.£12m) shared responsibility – maintenance, repair, security, duty holder and safety issues.

Shared responsibility (as duty holder) for safety of 300+ site users (employees), up to 7000 public visits to HWRC per week and up to 30 contractors on site per week.

Vehicles: c. £700K / year: shared, direct management of disposal vehicles.

Shared responsibility for security of over £5.5m worth of other vehicles on site daily.

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](#).