

POST TITLE	DISPOSAL DRIVER PLANT OPERATIVE
DIRECTORATE	PLACE
SERVICE	NEIGHBOURHOOD ENVIRONMENTAL SERVICES/WASTE DISPOSAL AND CONTRACTS
RESPONSIBLE TO	DISPOSAL CHARGEHAND/ HAULAGE AND RESOURCES CO-ORDINATOR
NUMBER OF POST HOLDERS	10
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

Work as part of a team running the HWRC, and waste transfer station, (WTS), directing vehicles where to tip and operating plant machinery to sort and load various waste streams, as well as driving LGV to move skips to various sites as required.

Assist the department in meeting contractual requirements in the reuse, recycling, transfer and disposal of this waste.

Advise and assist in the disposal, recycling and reuse of waste generated by the residents of Edinburgh, by Council Services and by commercial users of the council sites.

Cleaning and maintenance tasks across whole depot, e.g. sweeping, power washing, drain cleaning, erecting signs.

Provide advice, information and guidance to members of the public and other site users in recycling, reuse and disposal of waste.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Enforce on site procedures to ensure the safety of the public, colleagues and others on the site.
- Co-ordinate all users of the facility ensuring they are driving and working in a safe and efficient manner.
- Contribute to the development & continuous improvement of safe working practices in the WTS and HWRC.
- Responsible for the implementation of these practices, ensuring all site users abide by them at all times.
- Encourage and direct members of the public, contractors and other council staff to maximise reuse or recycling on site and provide advice and assistance where required.
- Prevent and reduce cross contamination of disposal streams to minimise the financial cost to the Council. This will include sorting waste streams manually and the use of machinery.
- Control vehicles using the site to recycle and dispose of waste.
- Use of electronic devices such as the 'bookings phone' during the working day.
- Operate plant and equipment on and off site in the management, segregation and transfer of waste for disposal and recycling.
- Driving LGV on public roads to various disposal destinations in an efficient and safe manner
- Drive vehicles on public road towing fuel bowsers where necessary. BE or B+E licence required. Operate mechanical lifting and handling equipment to transfer waste and recycling into containers or haulage vehicles.
- Ensure compliance with road traffic laws whilst maximising weights in haulage vehicles.
- Carry out maintenance checks & keep records for all operational vehicles used. Checks may be written or electronic.
- Carry out inspections of various depot assets and infrastructure: assessing condition, reporting defects and isolating or making safe when required. Checks may be written or electronic.

- Post holders will be expected to judge when an asset is unsafe to use and isolate it appropriately.
- Carry out basic repair and maintenance tasks throughout the depot, using hand and power tools where necessary.
- Undertake the role of reversing assistant/ vehicle controller wherever there is a need to do so.
- Ensure the WTS, HWRC and licensed areas are in a clean, tidy and SEPA Site licence compliant state at all times.
- Ensuring compliance with all relevant Council policies and procedures.
- Keep accurate records of disposal functions in handwritten or in electronic form.
- Litter picking, sweeping, cleaning tasks as required and other tasks as required to keep the depot tidy. This will include dealing with vermin issues and removing dead vermin / waste associated with vermin.

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

- Postholders will hold licence to drive LGV and will make dynamic decisions when driving vehicles when the need to reroute is required.
- Postholders will hold certificates to drive various plant machinery used,; currently a 360° material handler, JCB 3CX and large loading shovel. These machines will be changed and replaced with similar machines as the needs of the service dictate and as time goes on.
- Plant is to be driven on public roads as required.
- Postholders should be familiar with road traffic legislation such as the Road Traffic Act 1988, The Road Vehicle (Construction and Use) Regulations 1986, The Road Vehicles (Authorised Weight) Regulations 1998 and other legislation and amendments. They should understand weight limits for vehicles and are required to judge when vehicles carrying many different materials are full, or approaching their weight limit and to stop loading to maintain compliance with legislation.
- Ability to organise traffic flows in a busy WTS and prioritise vehicles unloading / loading as necessary and to manage expectations of contractors, hauliers, drivers and many manual workers using site. (with no management responsibility for them).
- Responsible for courteously ensuring the public and other site users are aware of disposal, recycling and reuse procedures as well as enforcing on-site health and safety procedures.
- Distribute waste containers to members of the public in line with operating procedures whilst protecting the value of the council's assets at all times.
- Undertake first line enforcement action where there are environmental offences committed on the site e.g. illegal deposit of trade waste, unregistered waste carriers etc. This could lead to criminal proceedings being taken against an individual.
- Driving LGV vehicle on public roads to various disposal destinations in an efficient and safe manner.
- Undertake the role of reversing assistant/vehicle controller wherever there is a need to do so.
- Good communication skills, ability to ensure site users behave in a suitable manner.
- Decisions made by postholders will impact on the health and safety of colleagues and members of the public.
- Decisions made by staff regarding the segregation and direction of materials through the correct disposal streams is important in protecting the financial interests of the council and in limiting carbon emissions and the overall environmental impact of the council.
- Postholders are required to be creative, innovative and make decisions whilst fixing issues (such as maintenance or basic repairs) throughout the depot, isolating defective infrastructure to protect other staff and site users, as well as creating work arounds, safe systems of work and dynamic risk assessments whilst fixing issues or whilst a repair by a tradesperson is awaited. They should be able to see a job around the depot which needs doing and do it without instruction. . Ability to deal with awkward customers / people who should not be using site.

- Brief moments of personal contact with large numbers of people throughout the day; directing public and council staff where to tip different waste streams.
- Decision on whether to allow vehicles into HWRC, possible conflict from some site users.
- Decision on when to / whether to allow vehicles into WTS, possible conflict from some CEC staff and from third party site users.

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

- The workload of the employee is dependent on customer (public and council staff) demands and there is a requirement for staff to prioritise work to respond to these demands.
- The employee will follow a prescribed list of tasks during the day, but has some limited flexibility to make changes to their work programme throughout the day
- Staff must take care in relation to the physical demands of the post when undertaking duties which include lifting and loading bulky item and sweeping hard surfaces – 20% of the time.
- Staff will regularly be required to assist members of the public / council staff in lifting items which vary in weight – 10%.
- Prolonged periods of standing and walking – 50%
- Inside working in the WTS, or outside on HWRC / depot throughout the working day. Some sitting in vehicles/plant required. The employee will be exposed to inclement weather (temperatures), noise, odour and dust, 100% of the time.
- Will spend a significant proportion of their time working within the flow of vehicular traffic. They must also adhere to safe working practices at all times and protect the safety of members of the public and colleagues at the same time – 100% of the time
- The job entails some contact with members of the public and council staff so post holders may be exposed to occasional rudeness or challenging behaviour. – 10% of the time
- Driving heavy plant machinery – 30% of the time
- Driving LGV - 20% of the time.

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

The post has no responsibility for staff, but must coordinate the activities of 80 -100 vehicles per day tipping in the WTS, and has responsibility in that WTS for the safety of around 200 staff.

Responsible for ensuring site users are aware of disposal, recycling and reuse procedures as well as enforcing on-site health and safety procedures.

RESOURCES

- Large Mechanical Shovel, Large Goods Vehicle (LGV), Waste handler, JCB 3CX or similar - Shared responsibility. Requirement to maintain legal documentation including tachograph cards, daily check sheets etc.
- Shared responsibility for onsite supply of waste containers for distribution to customers.
- Hand and small power tools - shared responsibility.
- Electronic devices – smartphones, radios etc – shared responsibility

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](#).