

West London Waste Job Description

Job Title:	Chargehand
Responsible to:	HRRC's Manager
Responsible for:	Mobile Plant Operatives and Traffic controller
Main Function of Job:	To control operations and material sorting at Abbey Road Waste Transfer Station
Salary:	PO1 salary up to £35,000
Basic Hours:	36 hours per week Principal location: Abbey Road NW10, Brent Four days on, four days off rota

Duties and responsibilities:

1. To supervise and ensure all mobile plant operators and traffic controllers carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities so as to enhance the efficiency of the site operations.
2. To be familiar with and comply with West London Waste policies and to ensure staff adhere to the policies especially Health and Safety, e.g. the use and wearing of PPE at all times, and to perform all duties so as not to prejudice the health and safety of any users of the site, including all colleagues.
3. To supervise and ensure staff drive and/or operate in a competent manner all types of vehicles, equipment and plant utilised in any operations carried out at the site.
4. To undertake and maintain the training standards required to achieve certificates of competence or similar to drive and/or operate any of the weighbridges, traffic control, vehicles, plant and equipment utilised at the site.
5. To work within and lead teams responsible for waste transfer station, weighbridge and/or HRRC.
6. To supervise the separation (using machinery where required) all recycling materials including metal, cardboard, wood, paper and green waste. To ensure all hardcore, soil, rubble and similar materials are kept clean of contaminants and ensure materials are separated effectively to increase value and reduce cost.

7. To ensure traffic is controlled on site with barriers, signage and traffic controllers giving clear instructions to site users.
8. To ensure all users of the site are met in a friendly and informative manner, directed appropriately for recycling of their materials and to reduce contamination.
9. To ensure members of the public are advised what materials are accepted at the site, and those materials for which a charge will be made.
10. To ensure the site is kept clean i.e. information and warning signs, site sweeping, office cleaning, canteen cleaning, litter picking, grass cutting.
11. To ensure that all dangerous occurrences, incidents or accidents are appropriately reported, investigated and remedial action taken.
12. To complete and check all relevant documentation to ensure compliance with policies and procedures, health and safety, legal and environmental standards.
13. The post holder must be physically fit and able to perform on site tasks.
14. To perform any other duties or responsibilities as reasonably may be requested and that do not exceed the skills and abilities required of the post and/or post holder, including flexibility to work on other West London Waste or Borough sites.

West London Waste is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION: CHARGEHAND TRANSFER STATION / HRRC RECRUITMENT AND SELECTION

Values and Behaviours	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I)
I demonstrate leadership by example and build strong teams	E	A, I
I ensure sustainability of service and promote the protection of staff, equipment and the environment	E	A, I
I treat everyone fairly, with respect and value differences.	E	A,I
I do what I say I will do, when I've promised to do it, or let people know why not	E	A,I
Skills		
Managing people and making decisions	E	A, I
Communicating with colleagues on a busy site	E	A, I
Competent in the use of: <ul style="list-style-type: none"> • wheeled 360 material handler • loading shovel • on-site RoRo shunter • Banksman and traffic control • Weighbridges and computer systems 	D	Training will be provided and full competence will be expected within [6] months
Experience		
Customer service dealing with a wide range of people, balancing polite information with control and safety	E	A, I
Working on a busy site within health and safety and environmental regulations	E	A, I
Working as part of a team and being flexible to meet shared goals	E	A,I