

West London Waste Authority Job Description

Job Title:	Mobile Plant Operator, Household Reuse and Recycling Centre (HRRC) and Waste Transfer Station
	6 month fixed term contract
Responsible to:	Chargehand
Responsible for:	No supervisory responsibilities
Main Function of Job:	To operate all vehicles, equipment and plant utilised at the site
Salary:	Scale 6 (SP 26-28)
Basic Hours:	36 hours per week
	Principal locations: Abbey Road, NW10
	Other working locations – small waste transfer stations in the West London area
	Actual times of commencing and finishing to be agreed by local arrangement, as required by the operational requirements of the site

Duties and responsibilities:

1. To 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 ensure that all dangerous occurrences, incidents or accidents are reported immediately to the chargehand.
4. To operate in a competent manner all types of vehicles, equipment and plant utilised in any operations carried out at the site.
5. To work within a team responsible for HRRC and/or waste transfer station operations.

6. To separate (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 meet and greet all users of the site in a friendly and informative manner, advise all what materials are accepted, direct them to the correct area for recycling of their materials and to reduce contamination.
8. To carry out cleaning duties within the sites, i.e. site sweeping, office cleaning, canteen cleaning, litter picking, grass cutting, sign cleaning.
9. To undertake traffic management duties.
10. The post holder must be physically fit.
11. Where reasonably requested by the Site Manager or other responsible Authority representative, to be adaptable/flexible and prepared to undertake additional duties and/or working patterns in order to meet the exigencies of the service, including maintenance duties, operation of the weigh bridge, etc., if required.
12. 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 Authority Sites.

West London Waste Authority 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: Mobile Plant Operator / TRANSFER STATION

VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
I am flexible in my work and can change what I'm doing in order to meet priorities	E	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

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
<p>The ability, qualification and appropriate Certificate of Competence to drive and/or operate all types of vehicle appropriate to the site</p>	<p>Essential (E), Desirable (D)</p> <p>E</p>	<p>Assessed by; Application (A), Interview (I), Certificate (C), Other Test on-site (O)</p> <p>A, I, C, O</p>
Experience	Recruitment and Selection	
<p>Experience of dealing with a wide range of people in a polite and helpful manner, including members of the public</p> <p>Good knowledge of appropriate health & safety requirements and practices in a waste management or similar environment</p> <p>To be an excellent team player</p> <p>Physically fit and able to lift equipment and materials, when required</p> <p>Undertake weekend and Bank Holiday working on a rota basis</p>	<p>Essential (E), Desirable (D)</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Assessed by; Application (A), Interview (I), Certificate (C), Other Test on-site (O)</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>

Prepared to work at any WLWA facility and willingness to travel between the two sites as required	E	A, I
Experience of working co-operatively within a multi-skilled environment	E	A, I
Previous experience of working with the appropriate machinery and equipment	D	A, I