



JOB PROFILE

Post Title:	Waste Management Services Operator
Directorate:	Environment, Natural Resources and Planning Portfolio
Responsible to:	Waste Management Services Supervisor
Responsible for:	None
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by delivering the highest standard of front line public Waste Management Services, in accordance with the Waste Management Policy and Implementation Plan and compliance with Waste Management Standard Operating Procedures (SOP's).

Main Duties and Responsibilities

1. Collection and disposal of waste from domestic and commercial properties, including sanitation of communal bins shared by residents after emptying
2. Collection of recyclable waste e.g. glass, aluminium drinks cans, plastics and cardboard from domestic and commercial properties and public recycling bins on a weekly basis and transportation to Horse Point Landfill Site for processing.
3. Sorting of mixed recyclable wastes into their individual waste streams and then operating mechanical compactors and balers to prepare these wastes for recycling, at Horse Point Landfill Site, on a weekly basis.
4. Collection of clinical waste from the Hospital and other facilities e.g. Community Care Complex and thermal disposal in the incinerator at Rupert's Valley and/or Horse Point Landfill Site, twice weekly and ad-hoc when requested to meet the demands of this service, respecting the bio-hazard this waste poses by using the appropriate Personal Protective Equipment, in compliance with SOP's.
5. Delivery of the cleaning service to public areas to the highest standards using a Glutton electric 'emissions free' street cleaning machine and/or cordless electric leaf blowers following 'in house' training and demonstrating competency in the machines operation. This includes the public toilets cleaning service using commercial cleaning equipment and chemicals respecting the bio-hazard this task poses by using the appropriate Personal Protective Equipment, in compliance with SOP's
6. Delivery of additional public areas and/or public toilets cleaning services and collection of recyclable waste after large public events e.g. St Helena's Day, demonstrating a pride in our environment.



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7. Delivery of charged for Waste Management Services to the highest standards e.g. bulky waste collection and disposal at Horse Point Landfill Site, ensuring any recyclable wastes are processed accordingly, to meet public demand for the services provided.
8. Undertake roadside litter clearance throughout the island during collection and disposal of domestic and commercial waste, and during any other operational journey
9. Undertake litter picking programs on foot throughout the island as directed by the Waste Management Services Supervisor, ensuring any recyclable wastes are appropriately deposited into recycling bins and any other waste is disposed accordingly.
10. Ensure all aspects of Health and Safety, including using Personal Protective Equipment, for self and adopting a 'buddy – buddy' system, are strictly adhered to when delivering waste management services, in compliance with SOP's.
11. Cleaning and sanitation of Refuse Collection Vehicles and/or utility vehicles following waste collections and disposal, using jet wash systems at Horse Point Landfill Site.
12. Participate in the design and delivery of waste prevention campaigns and/or public education/awareness raising events undertaken by the Environmental Risk Management Section to promote best practices across core areas when required.
13. Assist with response to pollution incidents e.g. oil or diesel spill in both the marine and terrestrial environment as required and participate in any training and/or exercises re the same.

Special Conditions

- Some tasks may involve working in contaminated areas and with contaminated materials, therefore expected to handle, clean up and dispose of unpleasant, offensive or hazardous wastes that could be detrimental to health (if the relevant PPE is not used).
- This post involves working outside of normal working hours. Post holder is required to commence work at 0600 hours Monday to Friday and when rostered for weekends and public holidays in order to deliver relevant waste management services to the community.
- Required to lift loads that could exceed 20kg, at shoulder height whilst adhering to manual handling best practices.
- Required to work in all weather conditions.
- Required to confidently stand and ride on the steps (designed for such) at the rear of Refuse Collection Vehicles (RCV's) when undertaking domestic and commercial waste collections.



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- Required to deliver services/tasks without access to basic welfare facilities, such as toilets and hand washing facilities.
- Required to work alone and without direct supervision throughout the island, in all weather conditions, when litter picking.
- Occasionally required to work in cramped conditions, or at heights when undertaking clean-up operations.
- There may be possible contact with dis-satisfied customers who may be abusive and aggressive.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: <i>N/a</i>	(i)
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	(ii)
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.</i>	(i)
Decision Making: <i>Ability to act on own initiative and confident with making decisions within policy guidelines.</i>	(ii)
Working with Others: <i>Receptive to feedback from others and maintains good working relationships with colleagues.</i>	(i)
Communication: <i>Active listener and communicates clearly and effectively both orally and written.</i>	(i)
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	(ii)
Dealing with Change: <i>Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.</i>	(ii)
Continuous Improvement: <i>Willing to learn and develop in job role.</i>	(i)
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	(ii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional skills level 1 in Maths and English	E	√	
Emergency First Response	D	√	√
Knowledge & Experience:			
Experience in waste management and operation and maintenance of waste management equipment	E	√	√
Have a clean and valid Driving License in Classes A, C, D & J4	E	√	
Skills and Abilities:			
Excellent communication and interpersonal skills	E		√
Have an awareness and understanding of health and safety and a general awareness of waste management issues on the Island	D	√	√
Basic project planning skills	D		√
Good people management skills	D		√
Ability to make operational decisions within strategy and policy	D		√
Ability to adapt to change and meet operational deadlines	E		√
Ability to establish and maintain an effective working relationship with the general public, other employees and individuals from a variety of agencies	E		√
Should be honest, reliable and trustworthy	E	√	√
Operators must have the confidence and ability to deliver the highest standards of waste collection and cleaning services in the face of the public on a daily basis, whilst adhering to all aspects of Health and Safety and compliance with SOP's for self and colleagues and leading by example in the recycling and/or disposal of any wastes.	E		√
Demonstrate confidence and ability to perform waste collection and cleaning services in the face of the public.	E		√
Physically strong and hardworking	E		√
Maintain confidentiality	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Other:			
Knowledgeable in the application of relevant operation manuals e.g. SOP's, Glutton electric street cleaning machine and/or cordless electric leaf blowers	D		√
Health and Safety training / awareness is essential	E	√	√
Willingness to work flexibly	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/a