

## **ENVIRONMENT & REGENERATION DEPARTMENT**

A vacancy has arisen for a Waste Services Operative (Refuse & Recycling) – Pay Band 1 SCP 8 – 12 (£14,561 - £17,922) commencing on point 8.

You must be able to work as part of a team, be physically fit and be willing to work outdoors in all weathers.

An application pack can be obtained from the HR Department on 696455, downloaded from [www.douglas.im](http://www.douglas.im) or collected from the Henry Bloom Noble Library, Douglas. The closing date for the receipt of completed applications is 5.00 pm, Friday, 2<sup>nd</sup> September 2016.

# **PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015**

## **JOB OUTLINE**

**GRADE – Pay Band 1 SCP 8 – 12 (£14,561 - £17,922)**

<b>DEPARTMENT</b>	Environment & Regeneration
<b>SUB-SECTION</b>	Waste Services
<b>DESIGNATION</b>	Waste Service's Operative
<b>REPORTS TO</b>	Assistant Waste Services Manager (Refuse & Recycling)
<b>DURATION OF POST</b>	Permanent
<b>BASE</b>	Service Centre, Ballacottier
<b>GRADE</b>	Pay Band 1 SCP 8 – 12 (£14,561 - £17,922)
<b>HOURS OF DUTY</b>	Normal hours of work – 37 hours per week Monday – Thursday 8.00 am – 12.00 m/d (1½ hour lunch) 12.30 pm – 4.30 pm Friday 8.00 am – 1.00 pm

No overtime payments paid until 37 hours have been worked.

The postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Appropriate overtime rates, in accordance with the Public Service Commission Manual & Craft Worker Memorandum of Agreement 2015, will be paid for these duties.

**TRANSFERS** All staff employed in the Waste Services Section will be interchangeable within and between services/contracts provided such duties are deemed to be within the competence of the employee.

**PERSONAL PROTECTIVE CLOTHING** Compulsory

## **JOB PURPOSE**

Undertake as a member of a Team, duties connected with the removal of household, industrial and commercial refuse and recycling from a variety of locations within and outside of the Borough of Douglas, (for example, houses, shops, schools). This will involve the use of a full range of refuse and recycling containers (for example, wheeled bins and plastic sacks, when required).

Ensure all areas allocated are cleaned to the standard as specified by the AWSM (R&R) providing an efficient and effective refuse collection, recycling and litter bin service throughout the Borough.

## **SUMMARY OF RESPONSIBILITIES OF THE POST**

1. Work in close co-operation with other employees within the Team ensuring all work and duties are carried out diligently, conscientiously and to a specified standard.
2. Assist in the safe manoeuvring of Waste Services vehicles on the round or at the disposal location acting as Banksman as and when required.
3. At all times to adhere to and comply with the Council's Health and Safety Policy and the regulations of the Health & Safety at Work Act 1998 (as enacted on the Isle of Man), which includes Manual Handling, Risk Assessments, highway safety practices and the wearing of Personal Protective Equipment. Ensure bin lifting and weighing gear is used in a proper and safe manner.
4. Ensure that plant, machinery and equipment used is operated in accordance with the manufacturer's guidelines, reporting all faults immediately as set out in the Council's reporting procedures.
5. Follow the Council's reporting procedures in connection with the collection rounds, special collections, missed collections, accidents, vehicle defects, etc. Such procedures are to be completed in a timely fashion and in any event no later than the end of the actual working day.
6. Wear appropriate suitable protective and high visibility clothing as provided at all times.
7. Ensure that the Council provides assistance to elderly and disabled persons as designated by the Council by collecting and returning bins to their locations within the premises.
8. Be familiar with and operate the bin weighing system installed on Douglas Borough Council vehicles, ensuring that the weights of bins fitted with microchips are correctly recorded by the system.
9. Assist with minimising disruption, as far as is practicable, through noise and obstruction during collection operations.
10. Comply at all times with the Absence Reporting procedures ensuring the AWSM (R&R) is immediately advised on any occasion when ill-health prevents attendance at work.
11. Work flexible hours and to undertake such other duties as may from time to time be required by the AWSM (R&R) in connection with amenity cleaning and one-off clearances of specific areas.
12. Work during all weathers and conditions including working in unfavourable and unpleasant environments, when necessary, with some exposure to very disagreeable elements.
13. Deal with customers and colleagues openly and fairly at all times and promote mutual respect. Respond to customers' needs in a polite and efficient manner.
14. Interdepartmental work as required/necessary.

15. Total compliance with the Council's no-smoking policy in vehicles and other buildings.
16. Responsibility for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.
17. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
18. Carry out such other duties up to similar level of responsibility that may be assigned to you by your line manager. You may also be required to work at various locations within or outside the Borough of Douglas and from time to time you may be required to undertake interdepartmental working.
19. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
20. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
21. Be responsible for the health and safety of the staff of the Waste Services Section and for the safety of the public and other staff who come into contact with any aspect of Waste Services duties being undertaken.
22. Participate fully in discussions relating to any changes deemed necessary to the job outline, reaching mutual agreement to any reasonable changes to the job outline after consultation with the post holder, if not agreed by mutual consent.
23. Such other duties within a similar level of responsibility may be required from time to time by the Assistant Waste Services Manager (R&R)/Senior Engineering & Waste Services Manager.

## REQUIRED

### Essential

1. Experience of working outdoors in all weathers.
2. Physically fit, with the ability to lift and carry heavy weights on a frequent and repetitive basis and walk considerable distances.
3. Basic literacy skills.
4. An awareness of Health & Safety legislation and its application in the workplace.
5. Appreciation of safe manual handling techniques.
6. Ability to work on own, under instruction and as part of a team.
7. Ability to deal with customers and colleagues in a polite and courteous manner.
8. Flexible and willing to work across the various activities undertaken by the Waste Service Section and interdepartmental when required.
9. Willingness to work out of hours, including Bank holidays, evenings and weekends when required.

### Desirable

1. Experience of refuse collection / street cleaning, recycling or other similar activity.
2. A full clean valid driving licence.

**How many employees does the job occupant supervise?** - None

**What resources is the job occupant responsible for (i.e., building plant, equipment, machinery, appliance, tools and materials)?** - Vehicles, plant and machinery belonging to or on hire to Douglas Borough Council allocated/used by the postholder.

**Does the job occupant have contact with members of the public, and if so, for what purpose?** - on a regular basis as part of the role.

**Does the job occupant work alongside the person he/she reports to?** - No

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Signed	_____ (	)
Signed Line Manager	_____ (	)
Signed Chief Officer	_____ (	)
Date	_____	