

Waste Services Operative (Refuse & Recycling)

Grade 3, SCP 12 – 18 (£26,533 – 30,069)

The Council are seeking a Waste Services Operative (Refuse & Recycling) to work within the Waste Services Section to undertake a full range of functions. This will include the removal of household, industrial and commercial refuse and recycling from a variety of locations within and outside the City of Douglas.

If you can work as part of a team, are physically fit and willing to work outdoors in all weathers then we would welcome an application from you.

For full details of the role, the job description and selection criteria please visit the Council's website (www.douglas.im) or contact the Human Resources Section on 696455.

Closing date for submission of applications is: **Friday, 2nd May 2025 at 5.00 pm.**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

JOB DESCRIPTION

DEPARTMENT:	Environment & Regeneration
SUB-SECTION:	Waste Services
DESIGNATION	Waste Services Operative (R&R)
REPORTS TO	Assistant Waste Services Operative (Refuse & Recycling) (AWSM)
GRADE:	3, SCP 12 - 18
BASED AT:	Service Centre, Ballacottier
DURATION OF POST:	Permanent
HOURS OF WORK:	37 hours per week No overtime payments paid until 37 hours have been worked
WORK PATTERN:	Monday – Thursday: 08:00 – 16:30 (½ hour lunch daily) Friday 08:00 – 13:00
FLEXIBILITY:	Ability to adapt to changing circumstances and work flexibly without assigned tasks normally being disrupted Postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Postholder must also be prepared to work outside of normal working times when requested. Appropriate overtime rates, in accordance with the terms and conditions of employment, will be paid for duties undertaken outside of normal working hours
PUBLIC IMAGE:	All personnel must wear and maintain any uniform or PPE provided In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the postholder will not consume alcoholic drinks or narcotic substances during the duration of the working day. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council
RESOURCES:	Small items of equipment under the direct control of the employee
CONTACTS:	Routine contact with others, including members of the public
ENVIRONMENT:	Work outside during all weathers and conditions/working in unfavourable and unpleasant environments/some exposure to very disagreeable elements
SMOKING:	Compliance with the Council's Smoke-Free Workplace policy
SUPERVISION:	No supervisory responsibility
HEALTH:	Physically fit/substantial physical effort/ability to walk considerable distances/lift and carry/sometimes in awkward positions
TRAINING	Provided as required

TRANSFERS & INTERDEPARTMENTAL WORKING: The post will be interchangeable within and between services/contracts and may be required to carry out other duties of a similar level of responsibility that may be assigned to post holder by the Line Manager provided such duties are deemed to be within the competence of the employee. Employees may be required to undertake interdepartmental working.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO? Yes

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 both inside and outside of the City

of Douglas e.g., houses, shops, schools, involving the use of a full range of refuse and recycling containers e.g., wheeled bins and plastic sacks, when required.

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

SUMMARY OF MAIN DUTIES:

1. When part of a crew, report to HGV Driver and work in close co-operation with other employees within the Team. Ensure all work and duties are carried out diligently, conscientiously and to the specified standard.
2. Assist in the safe manoeuvring of Waste Services vehicles on the round or at the disposal location. Act as Banksman 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 wearing of Personal Protective Equipment.
4. Ensure bin lifting and weighing gear is used in a proper and safe manner.
5. Ensure plant, machinery and equipment used is operated in accordance with manufacturer's guidelines. Report all faults immediately as set out in the Council's reporting procedures.
6. Assist other operatives as required.
7. Work flexibly to ensure all waste management services operate effectively and efficiently assisting other crew members, teams and supervisors ensuring delivery of other street amenity work and any other duties as required.
8. Follow Council's reporting procedures in connection with 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.
9. Ensure assistance is provided to elderly and disabled persons as designated by the Council by collecting and returning bins to their locations within the premises.
10. Be familiar with and operate the bin weighing system installed on Douglas City Council vehicles, ensuring the weights of bins fitted with microchips are correctly recorded by the system.
11. Assist with minimising disruption, as far as is practicable, through noise and obstruction during collection operations.
12. Comply at all times with the Council absence reporting procedures ensuring AWSM is immediately advised on any occasion when ill-health prevents attendance at work.
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. Bring to the attention of AWSM any matters of a sensitive nature.
15. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.

16. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
17. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Equality Act 2017, Freedom of Information Act 2015, Council's Constitution, policies and other relevant legislation.
18. 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.
19. Such other duties within a similar level of responsibility as may from time to time be required by AWSM/Head of Waste Services.

PERSON SPECIFICATION

Essential

1. Flexible approach to working hours with a willingness to work out of hours, including Bank holidays, evenings and weekends when required
2. Appreciation of safe manual handling techniques with the ability to carry out manual handling operations
3. Positive approach to challenges and change with a willingness to be trained and to apply new skills
4. Good communication skills and the ability to deal courteously and fairly with the public
5. Ability to work effectively, independently and as part of a team
6. Basic awareness of Health & Safety Regulations

Desirable

1. Experience and knowledge of safe working practices with regard to refuse/recycling collection, or similar duties
2. Experience of refuse collection/street cleaning, recycling or other similar activity
3. Awareness of the need to recycle materials
4. Public Sector experience
5. Full clean valid driving licence