


Job Description Template			
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Job Description – Waste Transfer Operative

Department/location:	Hazardous Waste / South
Hours of work:	40 hours per week: Monday to Friday 0830-1700
Reports to:	Technical Manager
Holiday:	20 days plus 8 Bank Holidays
Other benefits:	Company pension after 3 months Bonus scheme

General:

To carry out and administer the processing of waste through the Hazardous Waste Transfer Station in Honiton depot, assisting other operators as necessary to ensure continuous operation.

Main Duties:

- Sorting and Bulking of drum/package waste materials
 - This includes a wide variety of waste streams from sample oil based waste to other more hazardous chemicals.
- Washing of empty contaminated containers and cutting up if necessary.
- Shrink-wrapping / labelling and preparing of pallet loads for onwards disposal.
- Operate small plant (fork lift, 360 mini excavator, pumps) in accordance with training:
 - To unload / load lorries
 - Transfer waste
- Complete paperwork associated with the post.
- To provide holiday / absence cover when required.
- Collect waste from customers by Company van or assist with larger collections.
- To help ensure a clean and safe working environment.


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
Car driving licence Cat B or equivalent, valid for use in UK	E	CV/I
Pressure jet washing	E**	CV/I
Fork lift Licence (counterbalance)	E**	CV/I
360 mini-excavator	E**	CV/I
Experience		
Working in the waste management industry	D	CV/I
Working in the transport industry	D	CV/I
Specific Post Knowledge/Skills		
None required in advance of appointment		
Personal Characteristics		
Good customer service manner	E	CV/I
Conscientious to work independently and safely with hazardous waste	E	CV/I
Numerate and literate to process paperwork associated with the post	E	CV/I
Due to the nature if the work, must be prepared to carry out heavy lifting work outdoors as well as inside in all weathers	E	CV/I
Must be supportive of colleagues and willing to help others	E	CV/I
Keen to learn new skills and develop own knowledge	E	CV/I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment