

JOB DESCRIPTION

POST TITLE:	Depot Operative
POST NUMBER:	SS15
GRADE:	D
RESPONSIBLE TO:	Depot Team Leader
RESPONSIBLE FOR:	
LIAISON WITH:	Refuse Supervisors and Team Leader, other Refuse team members.

KEY CORPORATE ACCOUNTABILITIES:

To act as part of the Refuse Team. To promote and maintain a high level of Health & Safety.

KEY SERVICE ACCOUNTABILITIES:

1. To operate baling equipment to process recycling material to the required standard.
2. To bale and palletise recycling material to secure ready for storage and loading.
3. To carry out daily inspections of all depot plant and machinery.
4. To operate forklift and telescopic handler.
5. To load material into bulk transporters.
6. To ensure that the depot building and yard are kept clean and tidy at all times.
7. To ensure that all Health & Safety regulations are adhered to and to be aware of all policies and procedures relating to the recycling operation.
8. To train, when necessary, other members of staff in the operation of the baling equipment.
9. To act as cover for the collection team as required.
10. To fulfil other appropriate duties as directed.

OTHER DUTIES: In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY: The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT: All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION: It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME: The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS: The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

Depot Operative



CATEGORY	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none">• B Licence	<ul style="list-style-type: none">• Experience in the recycling industry• Fork Lift Licence• Telehandler Licence
Knowledge and Expertise:		<ul style="list-style-type: none">• Knowledge of Mid Devon area
Skills:	<ul style="list-style-type: none">• Able to communicate clearly• Able to apply numerical calculations	<ul style="list-style-type: none">• None
Personal Attributes:	<ul style="list-style-type: none">• Confident and self-motivated, able to work as part of a team• To show and use initiative to solve problems• Commitment to Customer care• Ability to work within set targets• Committed to equality of opportunity and understanding of diversity issues• To have an awareness of Health & Safety• To have an awareness of Risk Management	<ul style="list-style-type: none">• None
Special Requirements:	<ul style="list-style-type: none">• Clean Current Driving License	<ul style="list-style-type: none">• None