



Role Profile

WASTE TRANSFER OPERATIVE			
Reference No.	G008.02 (2)	Type	Generic
Service	Fife Resource Solutions LLP		
Job Family	Technical 4	Grade	FC4

Purpose
Responsible for assisting in the delivery of waste haulage, waste transfer and recycling centre operations, by contributing to the efficient and effective transfer of waste between recycle centre, landfill sites, service providers and customers.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Operating LGV vehicles (Class C) (Class C+E where appropriate licence held). Driving a range of vehicles including hook lift transfer vehicles, refuse collection vehicles and skip loading transfer vehicles. Complying with appropriate legislation including EU driver's hours regulations.	Current and valid category C driving licence Current and valid CPC operator's licence Current and valid Tachograph licence card Class C + E driving licence Experience in driving hooklifts, skip vehicles, or refuse collection vehicles	✓ ✓ ✓	✓ ✓
Carrying out the loading, unloading and sorting of waste, transferring materials between sites using appropriate vehicles and plant. Ensuring that all wastes are kept separate as appropriate.	Working knowledge of plant and equipment (Deliver results - See 'How We Work Matters' Framework)	✓	
Using and operating loading equipment vehicles, including inspection, routine maintenance and cleaning e.g. loading equipment.	Current and valid National Plant Operator Registration Scheme (NPORS) certification to operate small/large loading equipment e.g. caterpillar 930H		✓

E = Essential Criteria D = Desirable Criteria

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Working in a manner which will maximise the use of vehicles, plant and equipment.	Team working skills (Work together)	✓	
Inspecting and carrying out daily/weekly maintenance checks on vehicles, plant and specialist equipment as per operational guidance, reporting defects to line manager.	Customer service skills (Focus on customers)		✓
Operating and maintaining cleaning equipment e.g. pressure washer ensuring work areas, vehicles, plant and equipment are kept to a high standard of cleanliness. Ensuring waste spilled is cleared up immediately.	Organisational skills	✓	
	Ability to provide a regular and effective service	✓	
Undertaking and carrying out daily general maintenance of landscaped, internal and external boundaries of transfer station, centre or depot areas and similar open spaces including highway verge, e.g. clearing leaves and litter and grass cutting.	Working experience in an outdoor environment		✓
Contributing to the operation, monitoring and reporting of statutory procedures regards waste transfer note process.	Experience in waste industry processes, plant and equipment		✓
Completing time sheets, reports, returns and other relevant documentation.	IT skills (Embrace technology and information)	✓	
Complying with appropriate Health and Safety legislation and regulation, ensuring relevant PPE is worn as appropriate.	Knowledge and compliance with Health and Safety (Take ownership)	✓	
Where appropriate ensuring there are adequate supplies of fuel and fluids to maintain operational equipment.	Numeracy and literacy skills	✓	
Operating a weigh bridge.	Working experience of weigh bridge		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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WASTE TRANSFER OPERATIVE Driver LGV – Category C+E Licence				
Driving a range of large articulated waste transfer vehicles over a variety of terrain.		Current and valid category C+E driving licence Current and valid tachograph card Current and valid CPC operator’s licence	✓ ✓ ✓	
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results