



Job description	
Job title	Recycling Officer
Grade	D
Directorate	Communities and Neighbourhoods
Section/team	Waste Management Service
Accountable to	Recycling Team Leader/Recycling Manager
Responsible for	N/A

Purpose of the Job

To work as part of a small team delivering a high quality, value for money municipal waste collection service to the Borough of Knowsley.

This will include contributing towards operational team performance, the quality assurance of completed work, and engagement with the public to secure their high satisfaction with the service and participation in recycling.

Duties and Responsibilities

- 1) To work as a member of a team engaged in the collection and disposal of recyclable material and waste from various types of premises.
- 2) To ensure that all work is carried out to the specified standards as per working procedures / schedules, management instructions and agreed waste collection practices.
- 3) To complete all agreed scheduled waste collection duties each day.
- 4) To work outside normal working hours where extended breakdowns, delays at waste transfer stations, or bank holidays make it necessary to do so i.e. to complete service delivery on the specified day.
- 5) To be responsible for ensuring that Assisted Collections forming part of allocated duties are completed as scheduled.



- 6) To ensure that all waste collected is placed into the relevant compartment(s) on the waste collection vehicle.

- 7) To be vigilant to any waste spillage arising from waste collection operations and deal appropriately with these situations in order to clean-up any such spilt waste from the highway

- 8) To be proactive when access to collection containers is denied i.e. if containers can be carried / wheeled past the obstruction or if the waste collection vehicle can gain alternative access this must be done.

- 9) To operate on an individual team “task and finish” arrangement with a pace of work that is purposeful but safe to team members, support staff, external agencies, and the public.

- 10) To provide assistance, as directed by the Recycling Managers, to other teams involved in waste collection duties as and when required in order to complete service delivery on the specified day i.e. when a breakdown / service delay outside the control of a collection team has delayed a crew for more than 1 hour.

- 11) To ensure that emptied waste containers are returned to the agreed collection point in a tidy manner that is safe and minimises the risk of obstruction to the public or customers.

- 12) To collect side sacks and any additional waste presented by residents in addition to that contained in the wheeled bin as and when instructed.

- 13) To undertake waste and recycling collections efficiently and in such a manner that enables the scheduled collections to be completed each day.

- 14) To provide full co-operation to the Recycling Team Leader at all times.

- 15) To report for duty at the Directorate’s Waste Collection Service office, Stretton Way Depot, at 6.45am on all relevant working days.

- 16) To book off work at the Directorate’s Waste Collection Service office, Stretton Way Depot at the end of each relevant working day.

- 17) To return for any missed collections reported against collection rounds undertaken during the course of the same working shift if reported by 1.30pm or first thing the next working day if after this time.



18) To assist the Recycling Team Leader to complete during the working shift details of work completed, hours worked, waste containers not emptied, public participation in services, complaints and other waste collection and Directorate related issues.

19) *To support and participate in training and development activities as defined within the Waste Management Service Training and Development Plan and to maintain an awareness of all relevant legislation / policy specific to this role.*

20) To utilise technology in a timely manner as directed in order to secure the effective performance and delivery of the service e.g. through taking digital photographs of neighbourhood management issues such as non-conforming bin presentation and reporting such information via mobile technology.

21) To provide information to residents as required in respect to change in collection dates or any other relevant Council information e.g. through verbal communication, leaflets delivered through residents' letter boxes and bin stickers.

22) To promote waste minimisation and recycling to the public through responding positively and informatively to any comments / questions raised by members of the public during the delivery of the service.

23) To support as necessary initiatives with respect to the enforcement of environmental legislation to tackle anti-social behaviour and environmental crime.

24) To assist in the investigation and resolution of service requests.

25) To act as ambassadors for the Service by working in a professional, courteous, and positive manner.

26) To be vigilant to any issues that are identified as being relevant which may range from neighbourhood management / street scene matters to those relating to the welfare of vulnerable sections of our communities, and to report to managers as appropriate

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



Health and Safety

- 1) To ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and KMBC Waste Management Group Codes of Practice and Safe Working Procedures.
- 2) To report all vehicle and associated equipment defects immediately to the relevant Recycling Team Leader.
- 3) To act as a vehicle banksman when the Recycling Team Leader is reversing the designated waste collection vehicle.
- 4) To carry out routine cleaning on waste collection vehicles and associated equipment at the beginning and end of shift to ensure that they are presentable, safe to use, fit for purpose and to minimise downtime.
- 5) To operate and control the mechanical lifting gear (manual or automatic) on a waste collection vehicle so as to collect waste in a manner that is safe for fellow operatives and the public and avoiding damage to vehicles.
- 6) To safely operate the ejection and tipping mechanism on refuse collection vehicles as per manufacturer's instruction and training, Council codes of practice and any specific site instructions.
- 7) To ensure that the protective clothing issued by the Council is worn correctly and is maintained in a clean and tidy condition.
- 8) To display that Council's personal identity badge at all times.
- 9) To use equipment as instructed and trained and to inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.



Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.