

Job description

Depot Assistant/Baler Operator

Band 3

This role is required to work primarily at the West Suffolk Operational Hub, Bury St Edmunds. You may reasonably be required to work at any other of the Council's premises as required in order to meet the needs of the service.

Job purpose

To be part of the Waste Management team providing general maintenance of depot facility, co-ordination of movements and shipments, Operate the Baler, adhere to Health & Safety & Environmental Agency legislation as well as Local Council Policies and Procedures, assist the COTC to enforce Transfer Station Licence requirements. Also to receive and co-ordinate visitors, contractors, deliveries and maintain the cleanliness of the Depot.

Key responsibilities and activities

- Maintain a regular liaison with all users of the Depot and security within the Depot area during working hours. Ensure users keep their areas clean and tidy and that litter is removed from the Depot area.
- The significant element of this role will be the repair and maintenance of all types of bins returned to site, initially the bins will be checked for damage and assessed as to whether they can be repaired for re-use. Secondly, they will be washed using the automatic bin washing machine, thirdly repairs to be carried out and then made ready for redeployment into the district for re-use. If the bins are deemed unworthy of repair then they will be dismantled which the wheels removed and stacked in a tidy manner ready to be sold on for scrap.
- The post holder will be expected to keep the depot site tidy and free from litter.
- The post holder will also be given full training to be able to Operate the baling machine in the baling shed and the automatic bin washing machine. This will be to provide holiday and sickness cover to keep the baler operating to capacity.
- To carry out any other reasonable tasks commensurate to the band of this post.