



Waste Management Technician

Level:	Grade 3
Team:	Facilities
Line Manager:	Team Leader
Responsible for:	None

About the Job

- Work in an outdoor environment to manage and control waste management at Vico Homes premises ensuring all Health and Safety procedures are adhered to
- Provide reports detailing all waste management movements, collections and disposals
- Ensure correct segregation of waste and challenge anyone failing to comply with the requirements of Environmental Permit
- Maintain a good knowledge of all relevant changes to waste management and recycling legislation
- Maintain high standards of housekeeping to ensure the site is clean and tidy

You'll be trusted to

- Assist in the disposal of waste materials delivered to site in accordance with health and safety procedures
- Work as part of the team to ensure correct waste segregation, working proactively to separate items of potential recycling value
- Assist in the collection and preparation of management information to report on waste management performance
- Keep the site and the immediate area clean, tidy and free from litter and potential hazards
- Assist operatives to segregate materials into the correct skips and containers
- Guide traffic into safe unloading areas as per the site traffic management plan
- Manage skip collections and replacements from Vico Home's contractor(s) and record all movements
- Ensure that the Waste Transfer Station is only used by authorised personnel and that any waste accepted is from Vico Homes business only
- Ensure that the site is kept clean and tidy using manual and mechanical equipment
- Ensure that signage is correctly placed
- Assist, when required, lifting and unloading moderate/bulky loads from vehicles

- Provide details of persons/vehicles failing to comply with site conditions and correct waste segregation to line manager
- Promote Vico Home's recycling initiatives at the site
- Take reasonable care of own and others' safety; to co-operate with managers/team leaders in complying with statutory Health & Safety duties; reporting incidents, accidents, faults and near misses
- Collect and file waste transfer notes and documentation; and ensure all visitors to site complete relevant documentation in accordance with the Environmental Permit
- Carry out duties as directed elsewhere at the site as required
- Be prepared to work flexibly to meet the requirements of the post
- Undertake any other duties commensurate with the overall purpose of the job and the grade as requested by members of the management team

Who you'll work with:

Internal: Vico Homes colleagues, supervisors and managers

External: Tenants, occupants of properties, members of the public and contractors

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Flexible approach to working hours	✓		AF
Ability to lift/move moderate loads	✓		AF
Ability to use tools/aids to assist with daily duties	✓		AF/I
Ability to spend prolonged periods of time standing and working in an outdoor environment	✓		AF
Relevant experience of working within customer focused environment	✓		AF/I
Be well organised, self-motivated and able to manage own workload	✓		AF
Have good problem-solving skills and be able to use own initiative	✓		AF
Be reliable and have an excellent record of time keeping	✓		AF
Demonstrate an understanding of waste management and recycling	✓		AF
Demonstrate awareness and understanding of health and safety issues	✓		AF/I
Willing to challenge anyone not adhering to Health & Safety or Waste Management Procedures in a calm and professional manner	✓		AF
A willingness to undertake any necessary training	✓		AF
Ability to work as part of a team	✓		AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification