

<b>Department:</b>	<b>Environment and Transport</b>
<b>Job Title:</b>	Waste Management Supervisor
<b>Grade:</b>	08
<b>Post Number:</b>	
<b>Service/Section:</b>	Environment & Waste, Waste Management Delivery, Contracts & Haulage Operations
<b>Base/Location:</b>	Loughborough/Bardon/Kibworth/Whetstone
<b>Responsible To:</b>	Senior Haulage Officer/Haulage & Waste Management Officer
<b>Responsible For:</b>	Specialist HGV Drivers, Waste Management Operatives
<b>Key Relationships/ Liaison with:</b>	Waste Operations Team, Fleet Team, Third Party Waste Site staff, Waste Collection Authorities, members of the Public (site users and neighbours), legislative bodies such as Environment Agency, Traffic Commissioner

<b>Job Purpose</b>
Responsible for the supervision of the Waste Transfer Station (WTS) and Waste Haulage Operations for Leicestershire County Council (LCC). Ensuring that the needs of internal and external stakeholders are met in a safe and efficient manner

<b>Main Duties and Responsibilities</b>	
1.	Ensure that services are delivered for the benefit of the people of Leicestershire.
2.	To maintain positive and cooperative working relationships with customers and colleagues within the team and across the service.
3.	Ensure activities are delivered in the most efficient and effective manner possible.
4.	Maintain the WTS and Waste Haulage operations in accordance with legislation, policy and budgetary requirements.
5.	Supervise the team of drivers and WTS employees to ensure the service can be delivered as required. Manage attendance, disciplinary, recruitment and training processes as appropriate.
6.	To provide cover for sites as required, or cover in the absence of other Operational Managers
7.	Act as a CoTC holder for the WTSs and provide CoTC cover at sites as required.
8.	Understand the needs of internal and external customers and stakeholders (including key contractors), enabling effective channels of communication and respond to ad-hoc or emergency requests in a flexible manner.

9.	Ensure the WTS is operating efficiently, and the operations follow the site rules, health and safety and legal requirements.
10.	Ensure LCC owned and operated vehicles are authorised to enter waste sites.
11.	Ensure tachograph information for drivers and vehicles are in line with legal requirements, ensure driver books (if used) are up to date and checked according to legal requirements and digital downloads completed as required.
12.	Ensure that HGV drivers and loading shovel drivers comply with daily / weekly checks on vehicles in line with LCC policy.
13.	Ensure performance is monitored including supervisions/ Annual Performance Reviews (APRs) of staff in accordance with the County Council's policy.
14.	Provide cover to operate the weighbridge system when required, take payments when the system is unable to complete transactions.
15.	Manage fuel usage by monitoring the fuel management system and report information as required.
16.	Train the team in all aspects of health and safety (using tool box talks), inductions, LCC policies and expectations and maintain accurate training records.
17.	Conduct regular, documented inspections for health & safety, environmental, quality and security issues using electronic and paper based systems.
18.	Liaise with the LCC Fleet Team to ensure servicing and inspection is carried out as directed. Ensure that vehicles and drivers are legally compliant on the road.
19.	Identify and report opportunities to Senior Haulage Officer/Waste Management Officer to improve efficiency and effectiveness of the service.
20.	Implement new working methods ensuring that they communicated and embedded into new practices and procedures.
21.	Ensure that key contracts (and contractors) are coordinated effectively on a day to day basis, liaise and engage with contractors regarding maintenance of all equipment/plant.
22.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The nature of the work will involve the jobholder carrying out work outside of normal working hours, including bank holidays, weekends and out of hours working or cover
- The nature of the work will involve the jobholder carrying out work at different locations across the County.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: 12/10/2021**

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	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• HGV Licence/Willing to work towards</li> <li>• Driver CPC/Willing to work towards</li> <li>• Loading shovel/plant ticket/train the trainer qualification/willing to work towards</li> <li>• GCSE or equivalent in Maths and English (or equivalent)</li> <li>• BTEC, NVQ3 or equivalent/willing to work towards</li> <li>• WAMITAB CoTC Level 3 (or working towards)</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Dc/Int</p> <p>Dc/Int</p> <p>Dc</p> <p>Dc/Int</p> <p>Dc/Int</p> <p>Dc/Int</p>
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of employees in the waste management industry or similar workplace</li> <li>• Management of HGV drivers in accordance with driver and vehicle legislation</li> <li>• Working in waste carriage, specialist haulage, waste transfer or work of a similar nature</li> <li>• Planning logistics or vehicle movements or work of a similar nature</li> </ul> <p>Assessment of defects from daily driver checks and appropriate resolution</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Dc/Int</p> <p>Dc/Int</p> <p>Dc/Int</p> <p>Dc/Int</p> <p>Dc/Int</p>

<ul style="list-style-type: none"> <li>• Management of waste operations on-site</li> </ul>	✓		Dc/Int
<ul style="list-style-type: none"> <li>• Managing on-site assets, such as fixed and mobile plant</li> </ul>		✓	Dc/Int
<ul style="list-style-type: none"> <li>• Working in accordance with Health and Safety, Environmental and Quality Management systems in the waste management industry</li> </ul>	✓		Dc/Int
<ul style="list-style-type: none"> <li>• Staff training and development</li> </ul>	✓		Dc/Int
<p><b><u>Knowledge:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of waste disposal and treatment legislation</li> </ul>		✓	Int
<ul style="list-style-type: none"> <li>• Knowledge of driver and vehicle legislation and practices</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>• Good geographical knowledge</li> </ul>		✓	Int
<p><b><u>Skills and Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Deliver high performance through positive and proactive leadership and a strong approach to performance management</li> </ul>	✓		App/Int
<ul style="list-style-type: none"> <li>• Good organisational and interpersonal skills</li> </ul>	✓		App/Int
<ul style="list-style-type: none"> <li>• Able to prioritise effectively, keeping ordered and accurate records</li> </ul>	✓		App/Int
<ul style="list-style-type: none"> <li>• Computer literate and familiar with MS Office or equivalent, and industry standard software</li> </ul>	✓		App/Int/D c
<ul style="list-style-type: none"> <li>• Competent to operate fixed and mobile plant/willing to work towards</li> </ul>	✓		App/Int/D c
<ul style="list-style-type: none"> <li>• Take responsibility for own performance, decisions and personal development, seeking feedback and</li> </ul>	✓		App/Int

<p>demonstrating integrity and personal impact</p> <ul style="list-style-type: none"> <li>• Coach and facilitate, mentoring employees by providing one to one support</li> <li>• Ability to work efficiently under constantly changing pressures and engage with key contractors effectively</li> </ul>	<p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p>
<p><b><u>Other Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Full, valid driving licence</li> <li>• An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Dc</p> <p>App/Int</p> <p>App/Int</p>

<p><b>Key:</b>  <b>App = Application Form</b>  <b>Test = Test</b>  <b>Int = Interview</b></p>	<p><b>Pre = Presentation</b>  <b>Med = Medical Questionnaire</b>  <b>Dc = Documentary Evidence (E.g., Certificates)</b></p>
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