



HILLINGDON

LONDON

Job Profile

June 2025

JOB TITLE:	Specialist Driver & Weighbridge Operative
GRADE:	Scale 5
POST NO:	Various
VEHICLE WEIGHT	3.5 T
JOB TIER:	5 (non-management)
DBS CHECK:	Not applicable
GROUP:	Residents Service
SERVICE:	Waste Services

REPORTING STRUCTURE

Reports to:	CA Site Supervisors
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

- To Maximise the diversion of waste by separating (using machinery where required) all recycling materials including metal, cardboard, wood, paper, and green waste.
- To operate plant and equipment including the mechanical shovel, material handler any new technology or machinery to operations carried out at the site in a competent manner.
- To load articulated vehicles, ensuring maximum permitted weights are achieved.
- Inspection of loads arriving at the site prior confirming acceptance or rejection to the driver.
- To operation of the weighbridge, card terminals and associated software.
- To act as the traffic controller if required, advising customers what materials are accepted and direct them to the correct area for recycling of their materials.

A. Job Description

1. Resident & Community Contribution

- Demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- Ensure that members of the public (customers) and trade customers are dealt with in line with the Council's customer care guidelines and equalities policy.

2. People Management

- No direct supervisory responsibility however may be required to assist in induction and training of peers and new employees.
- Aid in the training of staff when allocated.

3. Operational Service Delivery

- Operate mobile plant to clear and load waste and recyclables for disposal and processing.
- Control site traffic flows to maximise access to site recycling facilities and provide safe working environment for staff and site users.
- Direct and encourage site users to recycle their waste wherever possible.
- Act as "Banksman" for site plant machinery as well as contractors and waste vehicles.
- Sweep and clean site roads, adjacent public highway, operational areas, mess room and toilet facilities.
- Work directly with members of the public and trade waste customers to maximise the diversion of waste at the site.
- Liaise with Site Manager and supervisors regarding the ordering of bulk transport for both recycling and waste disposal operations.
- Ensure loads of materials separated for recycling are free from contamination.

- Assist in the physical control of items collected by Council services, including Street Cleansing, Special Collections and other waste collection services to maximise the diversion of waste from landfill and collect the highest proportion for recycling.
- Learn and operate the weighbridge system and operate on an agreed basis as stipulated by your manager/supervisor.
- Ensure recording of trade waste and all other waste streams going over the weighbridge is accurate and reflects the waste being brought in.
- Comply with statutory legislation, Council and departmental standing orders, instructions and resolutions.
- Comply with conditions of the site permit issued by the E.A.
- Check that all Council staff, contractors etc wear appropriate personal protection equipment at all times and have due regard to all health and safety standards as set by the Council.
- Ensure site is neat and tidy at all times particularly at the end of the day, including the weighbridge office, mess room etc.
- Assist and carry out minor repairs on site.
- Attend / undertake all appropriate training courses and seminars as required.
- Ensure that, as drivers of mechanical plant, etc., local minor servicing and checks as per instructions issued to those qualified to operate such plant and machinery, are carried out.
- Operate specialist equipment, e.g. mechanical shovels and 360 material handlers, for waste disposal and recycling operations as needed according to site operations.
- Control site traffic flows during loading operations.
- Aid in the storage and physical control of the bulk bin operation and repair function at Civic Amenity Site.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- Demonstrate cost-consciousness and identify any cost effective changes to own way of working.

6. Service Improvement

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

Internal: All colleagues in Waste Services and throughout the Council

External: Members of the public; Drivers of commercial & trade vehicles; Contractors; Suppliers

8. Additional Responsibilities

- Complete all other reasonable tasks in order to fulfil role purpose or as required by management.

9. Key Performance Indicators

- Assist with the delivery of agreed Team Plans.
- Assist with the delivery against any agreed Service Levels.
- Assist with the delivery against allocated budgets and MTFE saving targets.

B. Person Specification

Mechanical Shovel Driver & Recycling Operative

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Must have a clean UK Driving Licence	✓	✓
Good standard of English and Mathematics	✓	
Ability to operate specialist equipment & vehicles (e.g. mechanical shovel and 360 material handler) and gain accreditation within one year.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Must be prepared to work a rota which requires Monday to Sunday coverage	✓	✓
Must be prepared to be a 'Key Holder' when required	✓	
Qualified Banksman	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a large waste service facility	✓	✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Ability to maximise recycling and avoid landfill waste	✓	
Able to identify waste types.	✓	
Ability to use the weighbridge and associated software to charge and take payments.	✓	
Ability to direct traffic safely	✓	
Ability to understand and implement legislation which relates to the Civic Amenity site	✓	
Good understand of Health and Safety matters as they apply to the Civic Amenity site	✓	

5. COMPETENCIES**ESSENTIAL****DESIRABLE****“Can do” positive attitude**

Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.

✓

Takes responsibility and delivers results

Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.

✓

Team working

Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.

✓

Communication

Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.

✓

Customer Care

Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.

✓

Takes ownership of personal development

Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.

✓