

JOB DESCRIPTION

School: Department of Estates and Facilities

Job Title: Waste and Recycling/Grounds Operative

Responsible to: Grounds and Gardens Manager

Hours: Averaging out at 36 hours per week you will work a shift pattern with approximately a 50/50 split between Waste and Recycling duties and Grounds and Gardening duties scheduled around the need to provide a 7 day service for the waste and recycling service and other post holders undertaking similar roles on regular or shift patterns. See shift details below.

Term: Permanent

Grade: Band C, point 9

Starting Salary: £19,749.60 per annum, Plus shift allowance of £1,621 per annum.

Overall purpose

To undertake duties associated with the collection, movement, storage, and disposal of the University waste and recycling streams.

To ensure all duties are carried out in a safe and environmentally sound manner in accordance with University procedures and policies as well as waste management legislation.

To maintain the playing surfaces, grounds, and amenities within St Mary's University and associated sites to the required standard for the benefit of the user.

To ensure a well maintained and aesthetically pleasing environment within the grounds of the campus for the benefit of students, staff and visitors.

Main Waste and Recycling Operative Duties

- To undertake a campus wide routine waste collection round using a small utility vehicle and trailer, transporting by rotation primarily 1100litre euro bins to central locations for emptying into either a waste compactor or baling machine, or to store for onward disposal.
- To continually monitor waste and recycling streams during the course of operations to ensure correct use of facilities and identify incorrect waste and recycling facility usage addressing directly or providing feedback to line management as appropriate.
- To evaluate and assess both regular and unusual tasks in order to prioritise workload. Continually re-assessing requirements throughout the day, reacting and re-prioritising to adapt to changing needs and circumstances.
- To safely and competently operate a large portable roll on/roll off waste compactor to empty 1100litre euro bins of general waste.
- To transport 1100litre eurobins of cardboard to a portable baling machine where the contents are then emptied into the baler.
- To safely operate the portable baling machine for recycling of cardboard or other material as required.
- To monitor and identify waste and recycling streams and report to a supervisor all waste and recycling collection requirements and actuals as pre-determined triggers are reached, (e.g. when the waste compactor 75% full warning indicator illuminates).

- To record data relating to waste and recycling, (quantities, details, and types etc.) in order to ensure accurate recording of statistics for both internal groups/staff and external organizations (i.e. HEFCE , Environment Agency or Waste Contractor).
- To collect, document and store electrical waste and other hazardous waste types for onward disposal in accordance with University procedures to ensure compliance with legislation.
- To safely operate tractors or other vehicles used to undertake movement of palletized baled cardboard or other large or heavy waste or recyclable materials. Effectively and safely connecting, using, and detaching with three point linkage mechanism, drawbar, or other linkage and implements required to complete duties efficiently and safely.
- To securely collect, and move to storage confidential waste for onward disposal and destruction.
- To clearly and effectively communicate to staff, students, and visitors information regarding the use of, and procedures involved in and around waste and recycling stream use and item disposal routes.
- To request assistance from other team members as required in order to meet targets, and to supervise, direct and instruct staff assisting, (demonstrating requirements where necessary), to ensure effective, efficient and safe completion of tasks.
- To ensure vehicles and equipment used are regularly maintained in accordance with routine operational requirements.
- To report all faults, damage, or problems with any vehicle or equipment used to line management.
- To undertake repairs and routine maintenance to vehicles and equipment ensuring continual, reliable, and safe operation of the service with minimal disruption and down time.
- To empty litter and cigarette bins.
- To participate in all aspects of the University's collection and management of the waste and recycling streams as required by the supervisor.

- To participate actively in campus care duties.
- To assist in the clearance of snow and ice.
- Work within all current St Mary's University policies and have an appropriate Health and Safety awareness.
- Ensure work area and equipment is kept clean, tidy, and secure at all times.
- Make recommendations to supervisor regarding improved work practices, labour and machinery utilisation.
- Open and lock up premises in absence of the Grounds and Gardens Manager or Deputy Grounds Manager.
- Any other duties as requested by the Grounds and Gardens Manager or Deputy Grounds Manager.

The role is physically demanding and you will be required to undertake significant manual handling during the course of your daily duties.

With ever changing waste management legislation the post holder will also be required to adapt and evolve their duties and understanding of them as change arises.

Main Grounds Operative Duties

- To undertake gardening and grounds maintenance duties as directed by the Grounds Manager or Deputy Grounds Manager. To include all routine gardening tasks across the campus i.e. pruning, mowing, weeding, planting and general gardening duties
- The safe use and operation of all University equipment and machinery relevant to grounds maintenance.
- To ensure vehicles and equipment used by grounds staff are regularly maintained in accordance with routine operational requirements and report any defects to a supervisor.

- To collect all waste throughout St Mary's University and associated sites, e.g. litter, rubbish, leaves and bulk waste.
- Undertake a range of soft and hard landscaping duties including minor construction work as detailed on work schedules or as directed by Grounds Manager or Deputy Grounds Manager.
- To undertake the preparation, maintenance, and renovation work on a range of sports facilities and surfaces as detailed on work schedules or as directed by the Grounds Manager or Deputy Grounds Manager. To include undertaking all preparatory and cultivation work to maintain safe quality playing surfaces.
- The creation, marking out and setting up of playing surfaces.
- To assist in the clearance of snow and ice.
- Work within all current St Mary's University policies and have an appropriate Health and Safety awareness.
- Ensure work area is kept clean, tidy, and secure at all times.
- Make recommendations to supervisor regarding improved work practices, labour and machinery utilisation.
- Open and lock up premises in absence of the Grounds Manager or Deputy Grounds Manager.
- Any other duties as requested by the Grounds Manager or Deputy Grounds Manager.

Shift Rota Details

- A shift pattern to provide extended hours of operation of the waste and recycling and campus care service is required of the post holder.
- The shift will revolve around 4 post holders who will each also have combined duties as part of their role (i.e. campus care, grounds and gardening, waste and recycling). Each working at different times on a shift pattern which includes weekends and bank holidays, (Excludes University Closure Days, i.e. Christmas and Easter Closure Periods).

- Each shift will consist of either 3 or 5 consecutive days work or 3 plus two half days of consecutive work
- Rest days are either 2 or 4 consecutive days or 2 and 2 half days when rostered to work at the weekend.
- Where any day on shift undertaking Grounds duties falls on a weekday, (Mon-Fri), the hours of work during that shift will be 07:30 -16:00, (17:30 Wednesday).
- Where any day on shift undertaking Waste and Recycling duties falls on a weekday. (Mon-Fri), the hours of work during that shift will be 07:30-17:30
- Where any day on shift falls on a weekend, (Sat-Sun & Bank Holidays), the hours of work during that shift will be 08:00 - 13:00.
- For further information a shift pattern example is available on request

Please note;

You will be required to work key events during the year if your shift falls on these days and annual leave, (Department wide), is not authorised for these events. They are;
 Enrolment weekend, (usually mid to late September).
 Summer Ball weekend, (usually mid May).
 Pre-Application Open Day, (usually mid-late June).
 Confirmed dates of these events can be provided as they become available annually.

PERSON SPECIFICATION

Qualifications and Experience

Essential

- Full UK driving licence
- Previous Grounds experience, (additional training will be provided to further develop skills).

Desirable

- Experience in the use of waste compaction and/or baling equipment.

Skills and Abilities

Essential

- Good Interpersonal and communication skills

- Well organised and able to manage your own workload, reacting and adapting to prioritise work.
- Ability to work well in a team context and also unsupervised
- Willingness and ability to become familiar with and work within University guidelines
- Strong Health & Safety awareness.
- Demonstrable skill in the manoeuvring operation of a small vehicle and trailer combination a clear demonstrable competency in machinery and vehicle care and daily maintenance.
- Competent and safe user of grounds machinery and vehicles demonstrating an aptitude for the role.

Desirable

- Previous experience in the use and operation of a small vehicle and trailer combination
- Previous experience undertaking waste and recycling collections.
- Previous experience in a grounds care/gardening environment undertaking regular aspects of the role.

The above list is not exclusive or exhaustive and the post holder may be required to undertake such other duties as may be required. The role is continually evolving in line with both legislation and the University's Strategic Aim of improved sustainability. The post holder is required to be co-operative and flexible in line with the needs of the post and the Department of Estates and Facilities.

Please Note:

All necessary Personal Protective Equipment including uniform and/or overalls will be provided.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.