

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Transfer Station Operative	Grade: 5
Directorate: Sustainable Environment	Service: Recycle, Waste and Fleet
Post No: EE264	JE Ref:
Date of Issue: July 2026	
Responsible to: Transfer Station Manager	

Main Purpose of Job:

Provide a statute service maintaining a compliant Waste Transfer operation that ensures the efficient reception, identification, handling, processing, and storage of a wide range of waste streams. These include recyclables, garden waste, scrap metal, street cleansing residues, tyres, and other hazardous materials. All waste management activities shall be conducted in full compliance with the site's Planning Permission, Environmental Permit, and the established Health, Safety, and Environmental Management Systems.

The role will initially be focusing on training, starting with the Loadhall and Forklift. This will allow for a great deal of experience to be gained working in the role once training completed. Once this is completed Class 2 HGV Training will be arranged.

Main Tasks/Duties/Responsibilities

1. To undertake such duties as directed by the Transfer Station manager to ensure that the Service meets its performance standards, targets and objectives, as required by the Council, in relation to the recycling & waste transfer station.
2. To carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities to enhance the efficiency of the site operations.
3. To maintain a strong focus on health and safety, adhering to procedures, SSOW to ensure a safe working environment.
4. To direct staff and oversee the tipping of waste materials, ensuring compliance with safety protocols and operational procedures.
5. To monitor and control the flow of waste into the transfer station,
6. To enforce site rules and regulations, taking action when necessary to maintain a safe and efficient working environment.

7. To monitor for material that is not accepted at the site, and to inform Transfer Station manager where there are breaches.
8. To ensure that the transfer site and depot is a clean and safe working environment.
9. To liaise with bulk hauliers regarding the collection and loading of material and containers, and to ensure that the correct documentation is completed.
10. To ensure that all dangerous occurrences, incidents or accidents are reported immediately to the Transfer Station manager.
11. To support other services as required
12. To support with the control of stock items such as bins and collection containers including the loading and unloading of items from suppliers.
13. To support with conducting regular audits of stock levels, including disinfectant, Gloves and maintenance supplies.

General

14. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
15. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
16. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
17. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
18. To be aware of and adhere to the Council's Equal Opportunities Policy.
19. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act.)
20. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply

to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

21. This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.