

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Site Supervisor – Waste Containers Operations	Grade:	Scale 4
Reports to: (Designation)	Waste Service Manager	Grade:	
Directorate:	Public Realm	Section:	Street Environment Services

Main Purpose of the job:

To manage and supervise the day-to-day operations of waste container facilities, ensuring compliance with health and safety, environmental regulations, and council standards. The role requires a proactive approach to operational efficiency, staff supervision, and customer service.

Summary of Responsibilities and Personal Duties:

Supervise all site activities related to waste container operations, including loading, unloading, and segregation of waste streams.

Ensure compliance with site environmental permits and council policies.

Conduct daily site inspections and risk assessments, addressing hazards promptly.

Deliver site inductions and refresher training on health and safety and operational procedures.

Enforce PPE usage and safe working practices.

Maintain accurate records of incidents, inspections, and training.

Handle customer queries and complaints professionally.

Develop strategies to increase recycling rates and reduce residual waste. (Nitrous Oxide Canisters in line with regulation)

Monitor service delivery quality and implement improvements.

Essential Requirements

Full UK Driver's Licence (required for operating site vehicles and occasional waste transport duties).

Proven experience in waste management or environmental services.

Strong leadership and organisational skills.

Experience using Excel spreadsheets

Knowledge of health and safety regulations and environmental compliance.

Ability to work flexibly, including weekends and bank holidays as required.

Desirable Requirements

CPC or LGV licence (advantageous for operating specialist vehicles).
Experience with civic amenity sites or similar operations.

Internal Contacts: These include

External Contacts: This will include

To carry out the duties of the post with due regard to the Council’s relevant policies, codes and procedures.

To carry out duties with due regard to the Council’s values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:0

Title:	Grade	No of posts
--------	-------	-------------

Number of partially managed staff:0

Title:	Grade	No of posts
--------	-------	-------------

PERSON SPECIFICATION

JOB TITLE: Site Supervisor

POST NO:1871

DEPARTMENT: Street Environment Services

GRADE: Scale 4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S

Knowledge

Understanding of health and safety regulations and environmental compliance.
Knowledge of waste container depot operations, yard management and logistics workflow
Awareness of traffic management and vehicle – pedestrian controls
Knowledge of incident, accident and near miss reporting.

Aptitude

Ability to monitor equipment and container condition and take action S
Ability to work effectively under supervision, delivering allocated tasks and work priorities within a changing environment to meet deadlines on a day-to-day basis
Ability to work on own initiative where appropriate, but identify when it is necessary to seek advice or refer any non-routine or more complex issues and queries to a senior officer
Ability to prioritise and coordinate daily activities in a fast paced, safety environment. S

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested) (To Be Tested – S)

Excellent organizational skills to plan, prioritise and coordinate daily depot activities.
Competent in record-keeping and reporting.
Effective communication skills, both verbal and written with staff, drivers and management.
Ability to carry out site inspections, safety checks and basic investigations

Experience

Experience working within a waste management, recycling, logistics depot environment
Experience managing yard activities, container movement and vehicle interactions safely and efficiently S
Experience implementing and monitoring H&S procedures on site.
Experience maintaining accurate records S
Experience liaising with drivers, subcontractors and regulatory bodies.
Commitment to continuous improvement and learning

General Education

Good standard of literacy and numeracy
Ability to read, understand and follow written procedures, safety documentation and site instructions

Personal Qualities

Reliable, self motivated and capable of working with minimal supervision
Physically and mentally resilient to meet the demands of an operational depot environment.
Flexible approach to working hours and operational requirements

Circumstances

Able to attend meetings in the evenings; to work outside normal office hours and to work beyond minimum hours as and when required to achieve deadlines

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post