

JOB SPECIFICATION



Position **Waste Recycling Operative**

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational departments:

- Construction – Civil Engineering, Utilities & Surfacing
- Major Projects
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Waste Services

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 190 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

The company also operates a subsidiary business – Carbon Dynamic (Scotland) Ltd – who focus on the off-site construction of high quality, energy efficient, sustainable, modular based buildings.

Position

This is a **part-time** position working within our Waste Services Department. The position is based at our **Materials Recycling Facility** at **Caplich Quarry, Alness** and will report to the **Site Foreman**.

Job Responsibilities

Sorting Waste

Incoming waste is to be sorted into the following streams in a safe and efficient manner by either hand picking from the floor of the sorting shed or on the picking line:

- Wood
- Metal
- Cardboard
- Rubble/inert
- Plasterboard
- SRF

The main duty is to carry out the day to day operations at the Alness Waste Transfer station and Materials Recycling Facility with an emphasis upon efficiency and safety.

Principle Responsibilities:

- Ensure relevant Pat Munro procedures are adhered to
- Assisting the Site Foreman and Operations Manager to ensure the efficient, safe and economic running of CWT/MRF
- Provide support to the Waste Department

Specific Responsibilities:

- Carry out instruction from the Site Foreman and Operations Manager
- Ensure effective housekeeping of the CWT shed, MRF and licenced area

The above list is not exhaustive

JOB SPECIFICATION



Applicant

The successful applicant will ideally have the following skills, qualities & experience:

Skills and Knowledge:

Essential

- Initiative driven work ethic
- Must be a team player

Desirable

- To be customer focused and committed to providing a service that is responsive to customer needs and expectations

Qualifications and Experience:

Essential

- Good communication skills
- Good grasp of the English language
- The ability to assist, support and co-operate with other personnel
- The ability to promote a good image of self and the company
- Flexibility and willingness to undertake tasks out-with the key job responsibilities
- Be trustworthy, friendly, timeous and reliable

Desirable

- 360 Grab ticket
- Telehandler ticket
- WAMITAB or similar

Working Hours

Your working week will comprise of **12 hours**. There will be additional hours available to help clean and prepare the site for the next days work.

These hours will be worked Tuesday to Thursday however this may change but the Company will notify to you in advance.

You may be required to work on some Saturday mornings on an occasional basis. If you are required to take part in the Saturday morning working the Company will notify you in advance of the relevant Saturdays and hours required.

Remuneration

The hourly rate for this position is **£9.00**. Wage reviews are conducted annually.

Probationary Period

The company operates a standard 3-month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.