

Job Description

POST IDENTIFICATION

Post Title	Monitoring Technician				
Grade	7	Job Evaluation ID:	2752	Date Evaluated/Reviewed	May 2018
Service Area	Streetscene & City Services				
Service Team	Landfill				
Responsible to	Streetscene Team Manager				
Areas of Responsibility	Landfill				
Number of staff responsible for	None	Political Restricted Role <small>(refer to special conditions section)</small>	No	DBS Required	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To be responsible for setting, managing and maintaining efficient procedures to ensure compliance with the requirements of the site monitoring plan and the environmental monitoring regimes linked to the IPPC environmental permit for the landfill site at Docksway and PAS 100 compliant composting process

To be responsible for maintaining and complying with the inspection and sampling procedures, ensuring all relevant information is captured and recorded, ensuring data integrity is maintained at all times.

To be responsible for fulfilling the Council obligations on data reporting to regulatory agencies and for issuing reports linked to performance monitoring

To work collaboratively across other areas as needed

KEY RESULT AREAS

1. To be responsible for fulfilling the council obligations on data reporting linked to the environmental permit for the landfill site. This will involve holding responsibility for correctness of the data and reporting non-compliances, using systems to reduce gross errors whilst recording information and ensuring the right information is recorded, checked and transferred appropriately.
2. To undertake environmental monitoring and sampling of gas, leachate, ground and surface waters, dust, soil, contaminated land and any other part of the facility that needs to be monitored as part of the IPPC environmental permit for the site, as well as undertaking monitoring/sampling for the composting operations linked to ensuring compliance with PAS 100 certification
3. To be responsible for calibrating, maintaining and securing all monitoring equipment, and undertake checks and maintenance of environmental control systems
4. To be responsible for the accurate management and assimilation of environmental data on both paper and database systems, and hold relevant records following the Council procedures to ensure integrity of data
5. To schedule and coordinate monitoring events and, if applicable, observe monitoring performed by contractors to ensure the use of proper procedures and techniques
6. To evaluate data to determine necessary operational changes or adjustments; and to advise and consult with other staff, engineering consultants, contractors and regulators on necessary operational changes and issues
7. To gather and analyse information and produce data reports from the systems in use as required by regulatory agencies, and/or suitable for performance monitoring and utilisation reports to support senior managers

8. To be responsible for setting, organising, monitoring and maintaining efficient procedures and plans for the control of all environmental processes.
9. To act as liaison with outside contractors and regulatory personnel on all environmentally related activities. To coordinate and accompany regulatory personnel during all facility inspections and coordinate environmental audits
10. To issue guidelines and deliver all necessary training to department staff and other employees on the correct use or application of all the systems, equipment or procedures linked to the environmental monitoring, including relevant H&S risk assessments/procedures.
11. To have an active role in coming up with suggestions to improve working practices and look for ways of delivering services more efficiently.

The post holder is expected to deal with different aspects related to the environmental requirements; part of the role's duties will involve not only gathering information but analysing it to come up with optimal solutions and being able to apply different principles, making judgement calls on when certain criteria need to be applied or not depending on the situation and undertaking post-resolution assessments to determine suitability of provided solutions for future similar situations.

12. To set up, follow and monitor relevant exceedance reporting mechanisms to ensure proper referral to senior officers where appropriate, and ensure any feedback is taken into account by adjusting existing procedures to incorporate changes.
13. To be responsible for preparing, issuing and reviewing H&S risk assessments and procedures linked to the environmental inspection and monitoring regime
14. To take reasonable care of own and others safety; to cooperate with managers/supervisors in complying with the Council's statutory health and safety policies and procedures, including report incidents/accidents to the H&S team.

Post holders must be prepared to work across multiple service areas and assist in any and all of the above areas as directed

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Hold or work towards an environmental/engineering HNC/degree or equivalent qualification that supports the skills and abilities for the post, or be able to demonstrate substantial practical knowledge and experience applicable to the duties of this post. • Evidence of continuing professional development 	HNC Civil Engineering and Environmental Management IOSH Managing Safely NEBOSH General Certificate
Knowledge	<ul style="list-style-type: none"> • Knowledge and awareness of statutory duties, codes and practices and health and safety legislation. • Working knowledge of all environmental regulations, laws and policies, especially linked to IPPC compliant landfill and PAS 100 composting operations. • Knowledge of Local Government services and Streetscene service delivery 	Knowledge of Local Government services and Streetscene service delivery
Experience	<ul style="list-style-type: none"> • Have significant experience in environmental monitoring 	<ul style="list-style-type: none"> • Experience of working on an operating waste management /Landfill facility.

	<ul style="list-style-type: none"> • Proven experience of working in a setting similar to Local Government and dealing with regulatory agencies. • Proven experience of using online reporting systems and computer packages to be able to support the role. 	
Aptitude & Skills	<ul style="list-style-type: none"> • Ability to understand and ensure compliance with codes of practice, HSE guidance, contract documentation and health and safety requirements • Ability to work with others, both internally and externally, to improve service provision and explore opportunities for financial savings for the service area. • Possess excellent customer care skills and the ability to represent the Council in relation to the posts area of responsibility. • Ability to communicate confidently and effectively to a wide range of colleagues, stakeholders and partners and maintain positive working relationships. • Ability to set priorities, managing the progress of your own and others work in often competing demand environments. • Possess good computer skills and demonstrate ability to use technology to deliver services. 	Click here to enter text.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others

Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council
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Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see [Welsh Language Skills Assessment](#) for skill levels)

Welsh Language Requirements

Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0
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Special Conditions

Disclosure & Barring Service Disclosures	Not Applicable
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	<p>This post involves:</p> <ul style="list-style-type: none">• Extended periods of standing, and other physically demanding conditions• Hazards associated with conducting work outdoors• Regular exposure to conditions including heat, humidity, and dust• Use of required personal protective equipment <p>As part of the recruitment process, a full medical evaluation will be conducted by the Council's Occupational Health department of the possible post holder's present state of health and any job offer will be dependent on a satisfactory report</p> <p>Hold a full, current UK HGV driving licence</p>

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click [here](#)

