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EcoPontes – Personnel Concept



1 EcoPontes operator

Working in waste management is a responsible task for the well-being of people and the environment. An EcoPontes manager organizes the operation and bears responsibility over employees. Creating and putting the plans in place to provide a reliable and efficient service for the collection, transportation, pre-treatment, and disposal of waste is also part of the scope of duties. The manager ensures that legislation is followed, and budgets are managed effectively. Waste management and material flow coordination may be combined into one role, so an understanding of local and national environmental policies may be required.

This information sheet of EcoPontes provides orientation on the required roles and responsibilities of the EcoPontes staff which the EcoPontes Manager oversees.

2 Number of personnel

The number of required personnel is directly linked to the opening hours of the collection point. Sufficient personnel should be available to ensure full operation during the complete opening hours. Locally applicable labor regulations must be complied with.

The opening times should reflect the needs and requirements of the surrounding population and the local material suppliers. It is possible to adapt the opening times to cater to the needs of the users. It is also possible to offer time windows in the mornings and evenings, and close the collection point during midday, to avoid the heat of the day, if this matches the requirements of the users.

3 Roles and responsibilities of operational personnel

3.1 Identification and quality control of collected materials

The staff works in the interface of EcoPontes and its suppliers of material from private individuals to professional waste management companies. Therefore, executive duties include:

- Assistance with sorting of materials in the respective container
- Quality control of the supplied materials
- Communication with local population, informal-sector supplier, drivers, etc.
- Raising awareness for waste separation and recycling

3.2 Registration and documentation of collectors

Regular material suppliers should be registered by the staff, in order to establish a more committed relationship and . simplify the regular documentation processes. Registration can be done analog e.g., through book-keeping and/or

digitally in tools like Excel or material tracking apps. The registration is important to document the collection and the payment for their delivery (see “EcoPontes_BuyBack of Recyclables – Informal Collection”). It must be ensured that at least one person is available during opening hours to carry out the registration and documentation of the delivery.

3.3 Documentation of input and output material

Documentation of input and output material streams is a key responsibility of the operating diary of the collection point. In many countries it is also a legal requirement for permits and licenses for operation of waste management activities.

The EcoPontes document “EcoPontes BuyBack of Recyclables – Informal Collection” provides more information on the documentation process of input and output material.

The documentation can be made according to the example in “EcoPontes_Operative Diary” (Part V).

3.4 Weighing the material

As soon as the material is received, it has to be weighed on a scale, and then checked. Indicators for the control are material type, quality and purity in each bag. Material which does not correspond to the parameters is to be separated.

Once this check is complete, the separated material is weighed again, subtracted from the initial total weight and recorded on the weighing control sheet, with the date, the supplier's name, telephone number, weighing date, operator, material type and quantity obtained.

3.5 Repairs and maintenance of technical equipment

EcoPontes consists of low-wear equipment as standard. However, minor repairs and maintenance may be required, which should be carried out by the personnel themselves. Operational personnel must be trained and instructed in the handling and repair of machinery and equipment. For guidance on what work should be performed as standard and how to document maintenance, refer to Document “EcoPontes_Maintenance and Spare Parts Concept”).

3.6 Payment

Paying suppliers and thus managing funds is a highly responsible task and should initially be done only by the operator/manager of EcoPontes. Trusted employees can be trained in the payment process over time. It is important to keep complete documentation of the transactions for traceability and transparency.

4 Skills and qualifications

In order to perform the above-mentioned tasks, the operator must choose personnel that has suitable skills and qualifications for the designated tasks such as:

- Ability to read and write
- Good communication skills for the interaction with the local population, suppliers, and drivers
- Reliability and trustworthiness
- Digital literacy to operate digital documentation tools
- Care and attention for the identification of material and quality control



About Us

Rodiek & Co GmbH is a consulting company in the field of waste management, recycling and circular solutions.

It is our Mission to support the development of a functioning circular economy by providing experience and operational knowhow.

Our target regions are low- and middle-income countries, where waste management and recycling is still in its early stages. Our solutions are tailored to the specific local requirements and needs.

We provide services along the complete value chain from collection over sorting, to treatment and preparation for recycling.

We provide technical support for facilities, including vehicles, machinery as well as material flow management.

We also offer the development of sustainable recycling and energy concepts for local communities, businesses and industries.

As a 100% daughter company of Nehlsen Group, one of the largest German waste management and recycling companies, we can access the operational knowhow and practical expertise from 99 years of waste management and recycling business in Germany.

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