**SEFTON METROPOLITAN BOROUGH COUNCIL**

##### JOB DESCRIPTION

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| **Post:** | Operative 1 | **Location:** | Boroughwide |
| **Department:** | Operational In-House Services |  |  |
| **Section:** | Waste Management & Street Cleansing |
| **Grade:** | Grade D |  |  |

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| Responsible to: | Waste Management & Street Cleansing Supervisory Officer |
| Responsible for: | N/A |

**JOB PURPOSE**

Work as a member of a team to maintain optimum cleanliness of the borough, operating equipment etc. as necessary, within any service area defined by management.

**MAIN DUTIES**

1. Collect, and dispose of any refuse/spoils/waste/etc as per the defined standards and practices. This could involve the use of any refuse receptacle i.e. sacks, wheelie bins, commercial waste bins or disposal of bulky items, clinical waste or hazardous substances.
2. Brush and clean defined areas using appropriate chemical cleaners as appropriate and remove spillages.
3. Operate compression mechanisms, tools and equipment as appropriate.
4. Load and unload vehicles manually or using mechanical aids as appropriate.
5. Assist driver with daily route planning and the safe manoeuvring of vehicle at all locations.
6. Complete the necessary recording documentation, either hard copy or electronically as allocated.
7. Using mobile technology, maintain communication in accordance with the Council’s procedures and Statutory Regulations.
8. Assist the driver with regular vehicle and ancillary equipment checks, assist with any routine cleansing and basic maintenance of vehicle and equipment to ensure optimum efficiency of cleansing operation.
9. Undertake ancillary duties appropriate to the type of work being done.
10. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

In addition, the following duties will apply according to the type of work assigned:

* Operate a high-pressure water jet.

**SPECIAL CONDITIONS (if applicable)**

All vehicles must be operated within the Statutory Road Traffic Regulations/Acts, and within agreed local procedures.

All machinery must be operated in accordance with the manufacturer’s guidelines and health and safety regulations, ensuring the safety of colleagues and the public at all times.

All Personal Protective Equipment (PPE) provided must be worn at all times.

Operating times for the service must be observed

**GENERAL**

The Authority has an approved equality policy in employment and copies are freely available to all employees.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

Undertake and participate in training, coaching and development activities, as required.

Prepared by: Michelle Williams

Head of Service

June 2022

PERSON SPECIFICATION

OPERATIVE 1 (OP 1 POST)

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| PERSONAL ATTRIBUTES REQUIRED | ESSENTIAL (E)orDESIRABLE (D) | Method of assessment |
| Experience1. Ability to read waste collection and street cleansing routes
2. Previous experience within a refuse collection and / or street cleansing service
3. Ability to use mechanical equipment as trained/directed
 | EDE | AF/IAF/IAF/I |
| Knowledge Skills & Attributes1. Flexible and resilient with the ability to undertake any tasks within grade to meet the demands of the service
2. Good communication and interpersonal skills
3. Knowledge of the Sefton area
4. Manual Handling / Banksman reversing knowledge / skills
 | EEDD | AF/IAF/IAF/IAF/I |
| Special Requirements1. May be required to start early / finish late to meet service needs
2. May be deployed to work in any location throughout the Borough
3. Possible future shift work
 | EEE | AF/IAF/IAF/I |

KEY:

AF Application Form

I Interview

C Certificate

T Test