**SEFTON METROPOLITAN BOROUGH COUNCIL**

##### JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post:** | Operative 2 | **Location** | Borough Wide |
|  |  | **Post No.** | 16012 |
| **Department:** | Operational In-House Services |  |  |
| **Section:** | Cleansing | | |
| **Grade:** | GRADE B SCP 2, £18,198 |  |  |

|  |  |
| --- | --- |
|  |  |
| Responsible to: | Waste or Street Scene Officer |
| Responsible for: |  |

**JOB PURPOSE**

To maintain optimum cleanliness of designated area.

**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 a variety of appropriate receptacles and/or the operation of basic tools and equipment
2. Clean and maintain defined areas using appropriate supplies and equipment as necessary and remove all spillages.
3. Undertake general basic maintenance of equipment to ensure optimum efficiency of cleansing operation
4. Report any damage/defects to site or to equipment to appropriate officer
5. Complete any necessary paperwork
6. Using mobile technology, maintain communication in accordance with the Council’s procedures and Statutory Regulations.
7. 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 some/all of the following duties will apply according to the type of work assigned:

* Remove paint-based and other graffiti /markings from public buildings etc. Re-paint area as appropriate

**SPECIAL CONDITIONS (if applicable)**

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 (P.P.E.) provided must be worn at all times.

No smoking policy operates within the Council.

Operating times for the services 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 appropriate.

Prepared by: **Name:** Marie Gosling

**Date:** September 2020

PERSON SPECIFICATION

ENVIRONMENTAL CLEANSING OPERATIVE (OP 2 POST)

|  |  |  |
| --- | --- | --- |
| PERSONAL ATTRIBUTES REQUIRED | ESSENTIAL (E)  OR  DESIRABLE (D) | HOW  ASSESSED |
| Experience   1. Ability to read cleansing routes. 2. Previous refuse/street cleansing experience. 3. Ability to use mechanical equipment, when requested | E  D  D | AF/I  AF/I  AF/I |
| Knowledge Skills & Attributes   1. Flexibility to be multi-disciplined to carry out any defined task. within grade or above grade 2. Good Communication skills.   3. Knowledge of Sefton Area.   1. Good Personal Skills. 2. Manual Handling knowledge | E  E  D  D  D | AF/I  AF/I  AF/I  AF/I  AF/ I |
| Special Requirements   1. May have to start early/finish late. 2. Possible future shift work. | E  E | AF/I  AF/I |

KEY: AF Application Form

I Interview

C Certificate

T Test