**SEFTON METROPOLITAN BOROUGH COUNCIL**

 **JOB DESCRIPTION**

**Department:** Operational In-House Services **Location:** Hawthorne Road Depot

**Section:** Waste Management and Street Cleansing

**Post:** Street Cleansing Operative DR 2

**Grade:** *Grade D – (SCP 5-6)* **JE No**. TBC

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**Reporting To:** Street Cleansing Officer

**Responsible For:** N/A

**JOB PURPOSE**

To work as part of a team to provide a high-quality environmental maintenance service including both planned and reactive work for all aspects of street cleansing and grounds maintenance works (including winter gritting and snow clearance) across the public realm. Will be required to work in any area of the Borough, maintaining optimum cleanliness, operating equipment as necessary – training will be provided.

Undertake cleansing activities as required such as litter, detritus, weed and fly tipping removal.

**MAIN DUTIES**

**Operational**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

* Drive and take responsibility for the assigned vehicle (C licence over 7.5 tonnes gross vehicle weight) and operate any power mechanisms as appropriate.
* Clean the vehicle to the required standard, undertake regular vehicle checks (and ancillary equipment checks were appropriate), and conduct routine maintenance (see specific details on Driver’s Checklist)
* Report any vehicle defects or accidents immediately to the appropriate person and follow Council policy at all times.
* Load and unload the vehicle, using mechanical aids as necessary and ensure sufficient supplies and equipment are loaded onto the vehicle at the agreed frequencies - daily/weekly.
* Complete all necessary documentation, either hard copy or electronic as required.
* Tip any collected rubbish/spoils/waste/etc as per the defined standards and practices.
* Transport goods, personnel, and equipment as appropriate.
* Undertake ancillary duties as appropriate to the type of work being undertaken.
* Using mobile technologies, maintain communication in accordance with the Council’s procedures and Statutory Regulations, and organise daily workloads.
* Liaise with the designated line management as necessary to implement amendments to the route plan to ensure optimum efficiency.
* Act as first point of contact with your line manager to assist with the communication flow between management and staff re: operational issues.
* Ensure that crew members adhere to operational requirements i.e. wearing of personal protective equipment, following procedures and protocols.
* Duties will be carried out for jobs up to and including those within the same grade, provided such duties are within the competence of the employee.

**Service Quality and Performance**

* To ensure that all work undertaken on site is delivered to a high-quality standard as specified in the operational procedures. This will include on site performance quality monitoring and verbal updates.
* To report defects and to keep accurate work records and time sheets.
* To support and participate in training and development activities as defined within the Directorate’s Workforce Development Plan.
* All vehicles must be operated within the Statutory Road Traffic

**Communications and Customer satisfaction**

* To report to the Street Cleansing Officers on all matters impacting on work schedules to ensure that the operational team works productively to high quality standards at all times.

**SPECIAL CONDITIONS**

**Health and Safety**

* To observe correct safety procedures and to notify the Service Manager of all, or potential, accidents, injuries, or hazardous occurrences in line with the Council’s health and safety policy.
* To notify the Service Manager of any incidents and accidents and to support the investigation or disciplinary procedures.
* To communicate effectively with the Team Leader to provide information concerning the loading of the refuse collection vehicle to assist the driver to ensure the gross vehicle weight stays within the legal requirements.
* To ensure all refuse collection vehicles are made available in accordance with agreed schedules.
* From time to time, to assist in training of staff as required.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

**Data Protection and Information Security**

• Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,

• Protect the council’s information assets from unauthorised access, disclosure, modification, destruction, or interference,

• Report actual or potential security incidents.

**GENERAL:**

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 & Safety Policy so far as it affects them, their 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.

Our One Council Values are important because they guide our beliefs, attitudes, and behaviours in the workplace. One Council values include:

• Put people at the heart of what we do

• Listen, value, and respect each other’s views

• Develop a culture of challenge, ownership, innovation, and improvement

• Be ambassadors for Sefton

• Be responsive and efficient

• Be clear about what we can and cannot do

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job

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| **Person Specification** |
| Job Title | Street Cleansing Operative DR 2 | Grade / Salary: | D |

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Method of assessment: - A = Application Form C = Certificate E = Exercise I = Interview P = Presentation

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| **Shortlisting Number** | **Criteria – E (essential) D (desirable)**  | **Method of assessment** |
| **Skills, knowledge, experience**  |
| S1 | Must have experience working within the environmental land based industry **(D)** | A, I |
| S2 | Ability to work as part of a team or as an individual ensuring that all planned and routine tasks are completed to a high quality standard with minimum supervision **(E)** | A, I |
| S3 | Ability to undertake tasks to a high standard and ensure compliance with health and safety regulations, customer care standards to deliver a high quality, efficient service **(E)** | A, I |
| S4 | Ability to use equipment as instructed and trained and ability to inform management of any health and safety issues which could place individuals in danger **(E)** | A, I |
| S5 | Ability to understand and comply with all health and safety risk assessments and safe systems of work whilst undertaking maintenance activities on site. **(E)** | A, I |
| S6 | Experience of route planning and route remodelling **(D)** | A,I |

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| **Personal attributes and circumstances** |
| P1 | Hours of work will be based on a regular pattern, but there may be a requirement to work weekends or Bank Holidays to provide the service as required **(E)** | A, I |
| P2 | Able to work outdoors in all weather conditions**(E)** | A, I |
| P3 | Must have the ability to communicate effectively with the members of the public, commercial customers, and other service users **(E)** | A, I |
| P4 | Must have the ability to follow, amend, and update schedules and paperwork **(E)** | A, I |

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| **Communication**  |
| C1 | A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view. **(E)** | A, I |

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| **Qualifications** |
| Q1 | Full Driving Licence with ability to driver vehicles up 7.5t **(E)** | A, C |
| Q2 | Preferred - Qualified to use the full range of operational plant and machinery. **(D)** | A, C |
| Q3 | Training in Manual Handling. **(D)** | A, C |