



ROLE PROFILE

Role Title: Seasonal Clean and Green Operative

Service: Environmental Services, Clean and Green

Directorate: Place and Community

Accountable to: Clean and Green Team Leader

Grade: Scale 3

Car Category: None

Purpose of role

- 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 functions.

Key Objectives

1	To undertake all environmental maintenance tasks as directed in accordance with service standards.
2	To use the full range of handheld plant and machinery including pedestrian mowers, strimmers, hedge trimmers, pole saws and leaf blowers commensurate with certification and / or successful completion of appropriate training. Utilise hand tools such as spades, shovels, hoes, rakes, brushes and trowels as required.
3	To carry out all aspects of maintenance of turf areas, ornamental beds and horticultural displays including soil preparation, edging, strimming, pruning, hedge maintenance and weed control.
4	To maintain sports pitches including line marking and the installation and removal of goalposts and other associated sporting equipment.
5	To undertake all aspects of manual cleansing of public spaces including litter picking, sweeping, removal of weed growth from pathways, fly tipping removal, emptying of litter and dog bins in addition to the removal of graffiti and fly posters as directed.
6	To undertake maintenance work in respect of Council owned cemeteries including grave digging.
7	To drive a range of Council owned vehicles including vans, tipper vans and the towing of trailers commensurate with licence certification.



8	To undertake vehicle checks and complete all associated records/forms.
9	To undertake tasks involving the use and application of pesticides ensuring compliance in recording of chemical usage in accordance with relevant legislation if certificated to do so



Scope

The post holder will assist the Clean and Green Team in undertaking a range of environmental street cleansing and grounds maintenance tasks across the Borough so that it constantly appears neat, clean, attractive and welcoming as a place to live, work and enjoy.

Work Profile

1. Strategy

To have a supporting role in the service plan for the Clean and Green team. Their role will contribute to the achievement of the Council's Corporate Plan.

2. Performance

The post holder will ensure that relevant performance targets are met in respect of undertaking their role.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

They are accountable to the Clean and Green Team Leader for the delivery of their own personal objectives.

3. Service Quality

The post holder will assist in maintaining service quality to internal and external customers, through the effective delivery of their allocated tasks.

4. Resource Management

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to them in order to undertake their own role.

5. Supervision and Management

The post holder has no direct line management responsibility.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.





The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with the Clean and Green Team Leader and other Council officers, members of their team and the general public.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Council operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any risks that they encounter during the execution of their role and report these to their line manager promptly.

11. Working conditions

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.





13. Customer Focus

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the internal and external customer experience.

14. Core Tasks

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

The post holder is expected to comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

The post holder is expected to comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.



20. Decisions and Consequences

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

21. Work Context

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

The post holder will undertake street cleansing and grounds maintenance tasks that require physical exertion, lifting and carrying.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Working within the environmental maintenance service	X		A, I
	Grounds maintenance qualification e.g. City & Guilds, NVQ Level 1 or 2		X	A
	Certificated to undertake pesticide application within public open spaces (PA1 / PA6)		X	A
	Full clean UK Driving licence	X		A
	Experience of working as part of a manual operational team in a similar role.	X		A, I
	Experience of using commercial handheld plant and machinery	X		A, I
	Ability to carry out physical tasks related to grounds maintenance and street cleansing duties in all weather conditions.	X		A, I
	Knowledge of the health and safety requirements in respect to grounds maintenance and street cleansing.	X		A, I
Planning and organising work	Ability to work to tight deadlines	X		A, I, T



	Ability to follow work instructions, work programmes and record data manually or digitally as required	X		A, I, T
Planning capacity and resources	Flexible approach to working hours	X		I
Influencing and interpersonal skills	Ability to communicate effectively with colleagues, members of the public, commercial customers, the bereaved, funeral directors, clergy, memorial masons and other service users and stakeholders as required	X		A, I, T
PROBLEM-SOLVING Using initiative to overcome problems	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
Managing risk	Ability to consider and assess risks associated with improving services and raising customer standards	X		A, I
Managing change	Able to handle change with a resilient and positive attitude	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to use own initiative, work with minimal supervision in addition to being a team player	X		A, I, T
Other	Commitment to Equality	X		A,I
	Commitment to Health & Safety	X		A,I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)



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COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date