Job Description

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Cleansing Operative – Street Scene</th>
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</thead>
<tbody>
<tr>
<td>Post Number:</td>
<td>000205, 000217, 000218</td>
</tr>
<tr>
<td>Service Area / Department</td>
<td>Street Scene &amp; Amenities</td>
</tr>
<tr>
<td>SDU</td>
<td>Stevenage Direct Services</td>
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<tr>
<td>Accountable To (Line Manager):</td>
<td>Supervisor – Street Scene</td>
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<tr>
<td>Responsible For (Direct Reports Post Title):</td>
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1. **Job purpose**

The prime purpose of the post is to carry out Street Scene Cleansing services under supervision in compliance with, the requirements of the Environmental Protection Act (1990), to a high standard at any location within the Borough.

You will be expected to be able to undertake a wide range of Street Scene cleansing maintenance duties, being responsible for assisting in keeping the area of Stevenage Borough free from litter or debris.

You will be working as part of a team and the use of some mechanical tools will be required, following with appropriate training. The possession of a current, full, clean driving licence is essential.

Although the post holder will have a specific work base he/she will be required to undertake works and report to other locations (by the normal starting time) within the Borough as and when required.

You will report to the designated team leader and in his/her absence, to any other person supervising the area of works. The post-holder will work an average 37 hours per week for the year. However, during periods of high demand reasonable additional hours per week may be required to be worked for which overtime will be paid.

There will be a requirement for you to cover shifts Monday to Sunday, 5 days from 7 on a rotational basis, this may include a requirement to work early morning, evenings, weekends and public holidays.

The post requires an enthusiasm for achieving high standards of cleansing, together with a mechanical insight.
2. Organisational position

This is an indication of the current organisational structure

3. Key tasks, duties and accountabilities of the post

1. Carrying out all required duties related to Street Scene Cleansing, as required to a high standard, including for example:
   - The care and maintenance of all highways (including roads, footways, cycle ways, central reservations) verges.
   - Garage Compounds, Hedges, Bedding displays, Shrub beds, Shopping Centres, Car Parks, Markets, Woods, parks and Open Spaces.
   - Removal of fly-tipping and fly-posting, emptying litter & dog waste bins and disinfecting as required, removal of weeds, removal of graffiti, cleansing of traffic signs, street name plates and bus shelters, winter maintenance of highways etc. Clearance of debris from road traffic accidents.

2. To operate, under supervision of a team leader, machinery and ensure all operations are carried out in a safe manner and strictly in accordance with the Health and Safety Executive and the Council’s Health and Safety at Work policies, manufacturers operating instructions and the Council’s risk assessments.

3. Responsibility for the security, correct usage and care of all machinery, tools and equipment together with completing all checks and defect reports.

4. To immediately report (in writing or as appropriate) all defects, losses, damage and accidents to the team leader or any other designated person supervising the area of works.

5. Pedestrian mechanical sweeping of roads, cycle ways and other hard surfaced areas (e.g. car parks) in accordance with daily work schedules.

6. Loading / off-loading any collected waste from vehicles in accordance with safe working procedures and instruction from Transfer Station Personnel.

7. Completion of all relevant paperwork and records as required including timesheets, job
tickets, work schedules, day works, performance related forms etc.

8. Maintain contact with Cavendish Road Depot, informing Charge-hands / Team Leaders / Supervision of any significant operational problems.

9. Collection of bulky waste items and fly-tipping, such as furniture, white goods, building materials etc.

10. To help maintain the observance of the Bye Laws.

11. To suggest improvements and changes which can be made in his/her own area of work.

12. Any other duties associated with the Street Scene Cleansing Contract or other contracts secured by the borough which might reasonably be undertaken by the position such as the post holder will, from time to time when normal Cleansing duties are not required or possible, be expected to carry out other duties such as fencing repairs, snow clearance, gritting, painting and minor building maintenance at any location within the Borough.

Note: In the specification the term “cleanse” shall include:
The removal of litter, debris, loose chippings, animal carcases, human or animal fouling, accident debris, leaf and blossom fall, grass cuttings, cans, cartons, paper, boxes, timber, metals, plastics, glass or other deposits up to a size of any single item capable of being placed in a refuse sack and dumped bulky items.

4. The role’s key contacts and level of relationships with individuals, groups of people, agencies and external organisations.

1. Completion of all relevant paperwork and records as required by management including job tickets, work schedules, day works, etc.

2. Maintain contact with Cavendish Road Depot, informing Management/Supervision of any significant operational problems.

3. The post-holder will be expected to maintain good working relationships with members of the public and other staff and contractors within the area of work.

5. Governance and corporate responsibilities

1. Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role.

2. Adhere to the Council’s policies, rules, values and procedures including, Health and Safety, Equal Opportunities, all other legislative responsibilities, governance, financial and procedural rules.

3. Ensure compliance to the organisation’s Code of Conduct in the delivery and provision of services to staff and the community.

4. Also an enthusiastic commitment to the aims of Environmental Services is essential together with an aptitude and willingness to participate corporately within the organisation will be required.
5. Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by the Hertfordshire Safeguarding Children Board Safe Staffing Handbook 2010.
## Person Specification

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<thead>
<tr>
<th>Post Title:</th>
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<th>000217</th>
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### Required Competencies

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<th>Knowledge, skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be Assessed</th>
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<tbody>
<tr>
<td><strong>How to be Assessed</strong></td>
<td>Application</td>
<td>Test</td>
<td>Interview</td>
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- **Ability to work on own initiative and make decisions within pre-determined guidelines.**

- **Enthusiastic and able to deliver required quantities and standards of work within set timescales.**

- **Ability to communicate effectively orally and in writing.**

- **Able to maintain partnering, team and customer relationships with other staff, the public and contractors.**

- **Knowledge of the standard contained in the Environmental Protection Act (1990).**

- **Understanding of safe working practices and employee’s responsibilities in terms of Health & Safety at work.**

- **Good working knowledge of the use of appropriate hand tools and machinery and their safe operation.**

- **Knowledge of the waste and cleansing service industry.**

- **Ability to fill in daily work sheets, with basic literacy & numeracy skills.**
| **Experience**  
This covers aspects of specific levels of experience required for the post including supervisory, management, demonstrable professional experience on a field required in the post. | Ability and knowledge of maintaining simple administrative procedures. |  |  |  |
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<td>Must be used to working in an outdoor environment and capable of working in a physically demanding job.</td>
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<td>NVQ Level 2 in waste or equivalent</td>
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| **Any other attributes required for the role not mentioned above**  
This covers those additional job requirements such as rota working, able to attend meetings in the evenings and at weekends, access to own transport | Full, clean driving licence |  |  |  |
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<td>Flexible attitude to working shifts Monday to Sunday, 5 days from 7.</td>
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<td>Willingness to be inoculated against Hepatitis A and B, Diphtheria/Tetanus.</td>
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<td>Willingness to have immunity blood tests and booster injections when required</td>
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