

### JOB DESCRIPTION

Rossendale Borough Council is actively pursuing equality of opportunities.  
Applicants to job share are encouraged in respect of full-time posts.

Job Title	<b>Temporary Part-time Town Centre Caretaker</b>
Ref Number	<b>XN1017</b>
Directorate	<b>Communities</b>
Team	<b>Operations Team</b>
Service	<b>Parks and Open Spaces</b>
Salary	<b>Grade 3 (Scp 17 – 21)</b>
Responsible To	<b>Supervisor</b>
Responsible For	<b>None</b>
Other	<b>Are in accordance with the National Joint Council for Local Government Services 14.5 hours per week over 2 days</b>

#### ***Job Purpose***

To ensure that Town Centres and other public spaces are kept clean and tidy through litter picking, emptying litter bins, removal of refuse, fly tipping, graffiti and dog fouling, and weed control.

To assist in the operation of the Rossendale Markets by opening, closing and cleaning, and to maintain and cleanse the Council's public conveniences to a high standard.

To support the Council in its vision that Rossendale will have strong Communities with an enhanced environment and heritage. It will be an attractive place to live where tourists visit and employers invest.

#### ***Core Competencies***

This section of the job description sets out the specific responsibilities of the individual post holder and the services for which they are responsible. There is an expectation that those responsibilities are delivered in accordance with the Council's core values:

**Customers Matter** – Recognising the diversity of customers and the importance of developing services that meet the needs of different customers. A willingness to go the extra mile.

**Listening and Communicating** – Consulting and listening to customers and staff, to improve understanding and decision making. The ability to communicate in a number of different ways.

**Loyalty** – Building trust and confidence. A positive attitude and pride in the Council.

**Management of Performance** – Remaining focused and delivering identified and measured outcomes. An understanding of the bigger picture and a willingness to go above what is expected.

**Celebration of Success** – Evaluating, learning and recognising what we have done well and applying lessons learned.

### ***Main Duties and Responsibilities***

General maintenance of the areas mentioned in the job purpose e.g. clearing litter and leaves, clearing shrub beds, planting, pruning, removal of fly tipping, fly posting, graffiti, and emptying of litter bins

To assist in the operation of all Rossendale Markets by opening and closing, and cleaning of the facilities and toilets

Clearance of snow and ice from public highways and other public areas, and application of grit as necessary

To open, close and clean Public Toilets throughout Rossendale

Clearance of litter, refuse, fly tipping, weeds, animal faeces, animal carcasses, detritus, graffiti and fly posting from Town Centres, as well as other areas as instructed

To organise and carry out minor construction and/or repair works including erection of street furniture.

To perform chemical control, where appropriate.

To keep trash screens clear from debris as directed.

The use and maintenance of tools and equipment including powered hand tools (which includes pedestrian and ride on mowing equipment, strimmers, hedge trimmers, leaf blowers, chainsaws).

To carry out soft and hard landscaping.

To complete all necessary paperwork accurately and to ensure submission to Supervisor within specified timescales

To assist higher graded operatives in their work.

To carry out daily checks of vehicles, tools and equipment, and routine maintenance and reporting defects.

To work overtime as required.

All duties must be carried out to comply with:

- The Health & Safety at Work Act.
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- Nationally agreed Codes of Practice, which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

All necessary paperwork must be completed.

Duties will be carried out for the jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

All individuals will come into contact with members of the public in carrying out their duties, it is expected that the post holder will conduct themselves in a professional and courteous manner at all times.

### **General Statement**

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

### **Health and Safety at Work**

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### **Equal Opportunities**

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### **Community Safety**

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

### **Equalities Act 2010**

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.

### **Absence**

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.