

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE: ENVIRONMENTAL MANAGEMENT

SECTION: STREET SERVICES

LOCATION: GREEN LANE

JOB TITLE: STREET SERVICES OPERATIVE G3

POST NUMBER:

Grade: 3

Accountable to: Operational Supervisor

Accountable for: n/a

Hours of Duty:

Any Special Conditions of Service:

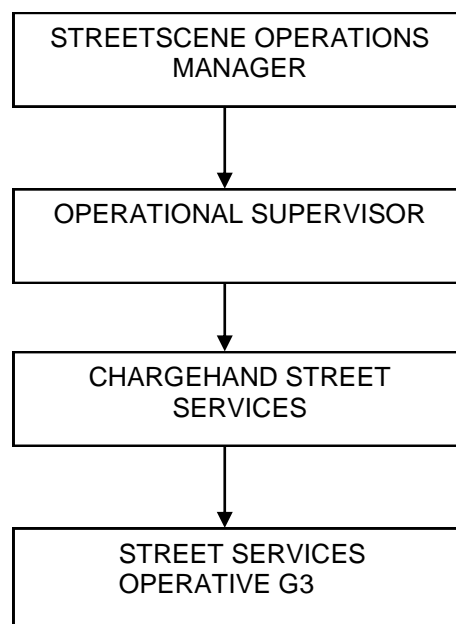
The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

This post is not Politically Restricted in accordance with current regulations.

External applicants applying for this post must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a Streets Maintenance Service including the collection of all litter, that falls within the definitions used in Environmental Protection Act 1990 from the street scene environment by manual methods and to maintain grass plots and shrub beds using pedestrian mowing machines and related equipment.

This post is predominantly at skill level 1 within Street Services, however the post holder may be required to undertake similar skill level duties within any or all service areas in Environmental Management and throughout the Borough to meet the needs of the service.

Control of Resources

Personnel

Financial

Equipment/Materials

Responsible for all equipment/materials that the post holder will use in connection with the work of the team.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Environmental Management Managers and staff.

External: General Public.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

- 1) To undertake litter removal by a combination of manual/mechanical means including removal of dog fouling, emptying of litter/dog fouling bins.
- 2) To report any obstruction / problem which prevents allocated tasks being undertaken.
- 3) To cut grass plots within the street scene environment by the use of pedestrian mowers, trimmers and other ancillary equipment.
- 4) To undertake manual weeding of flower and shrub beds as directed.
- 5) To act as an environmental steward in identifying and reporting to your supervisor any issue within the street scene environment that requires attention such as graffiti and vandalism.
- 6) To ensure that all tasks are carried out in accordance with Corporate and Service Policies and report any incidents that may cause potential harm or injury.
- 7) To assist the public when/where possible in a courteous and helpful manner and to act as stewards for events and activities within the service.
- 8) Must be prepared to collect both offensive and medical waste, including dead animals. Excreta ect. as instructed by their Supervisor.
- 9) To undertake snow clearing and salting of pathways along with the cleaning of signs, benches and features during inclement weather. The cleaning of drains, gullies and water courses, including ponds and lakes.
- 10) To participate in in-service training as required.
- 11) To undertake such other duties and responsibilities of a similar grade as may reasonably be required.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder

- 3 Employees at this level will be expected to work with minimal supervision and to accept responsibility for the direction of work for trainees.
- 4 To participate in in-service training as required.
- 5 To undertake such other duties and responsibilities of a similar grade as may reasonably be required.

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____
Supervisor/Line Manager	_____	Date	_____
Assistant Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	ENVIRONMENTAL MANAGEMENT	Post:	STREET SERVICES OPERATIVE G3
Section :	STREET SERVICES	Post Number :	
Job Ref:		Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 If you are an external candidate please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale	E	AF
2 Are you willing to work prescribed hours in accordance with local agreements?	E	AF/I
3 Are you willing to remove a variety of refuse including faeces; sharps and syringes	E	AF/I
4 Do you have In-depth knowledge of Rochdale Borough Council's area?	E	AF/I
5 Are you willing to work overtime on a rotating basis?	E	AF/I
6 Are you willing to work outside in all weather conditions?	E	AF/I
7 Are you able to work with all types of people?	E	AF/I
8 Do you have any understanding of the requirements of the Environmental Protection Act 1990?	D	AF
(b) Qualifications and Experience		
9 Please describe any practical experience in a street cleansing/horticulture environment you have.	E	AF/I
10 What experience do you have of working to deadlines and prioritising workloads?	E	AF/I
11 Please detail your experience of working under own initiative and with minimum supervision	E	AF/I
12 Please detail your experience of working with heavy/bulky objects (up to a weight limit of 50kgs)	E	AF/I
13 Do you hold a Full Driving Licence?	D	AF
14 Please describe your experience of maintaining records and completing reports	D	AF
15 Please describe your experience of working in similar capacity/environment	D	AF
(c) Skills and Knowledge		
16 Are you able to understand and follow routes? Please give examples.	E	AF/I
17 Are you able to apply procedures and follow instructions? Please give examples	E	AF/I
18 Describe your knowledge of manual/mechanised street cleansing methods	D	AF

19	What literacy and numeracy skills do you have?	E	AF/I
(d) Behaviours and Values			
20	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Armed Forces			
21	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
22	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I