

Job Description

Post title	Environmental Services Operative (Driver)	Grade	C
Department	Neighbourhoods and Environment	Post ref	EV7095

Overall job purpose

To support the operations of Environmental Services, helping the council to deliver its purpose of creating a clean, safe and accessible environment.

To work flexibly as a driver operative within environmental services dependent on the day to day needs of each service.

Reporting relationships

Reports to: Environment Area Team Leader

Responsible for:

Key tasks and responsibilities – post specific

To work in a way that supports the Council's purpose of helping to keep Ashfield clean, safe and accessible and to work to change anything which prevents this from being achieved.

To ensure that work is prioritised according to what matters to our residents and to always work to ensure service is delivered 'right first time'.

To constantly look for ways to improve the service rather than to accept the status quo.

To work flexibly and proactively within environmental services to undertake whatever needs to be done to improve the quality of the environment. Activities may include:

- a. The sweeping, collection and removal of all litter, dirt, leaves and weeds
- b. The removal of fly tipped material i.e. furniture, household waste, tyres, white goods and garden waste. Co-ordinating with the Enforcement Team as necessary.
- c. The removal of unpleasant materials i.e. dead animals, dog fouling and needles or syringes
- d. The siding out, removal or cutting back of grass, weeds, shrubs and hedges by mechanical or hand tools.
- e. Undertaking general maintenance work to green space sites including grass cutting, hedge and shrub pruning and also weeding to beds and borders.
- f. Utilising any plant, equipment, tools and chemical materials associated with the safe removal of graffiti from all types of surfaces.
- g. Maintaining street furniture including power wash and cleaning.
- h. Assisting the erection, removal, emptying and cleaning of litter and dog bins.
- i. Cleaning duties of public toilets and recreational changing rooms by moping, scrubbing, sweeping out using cleaning materials and equipment

To ensure all work is undertaken in a safe way and inline with appropriate legislation and Council policies and procedures, keeping records/updating service request sheets as appropriate.

To drive and be responsible for small vehicles, plant and equipment within Environmental Services, including routine maintenance, wash down, vehicle checks and completion of associated paperwork.

To support Cemetery operations at such times that support is required with preparing for funerals

To attend emergency situations and work under supervision assisting other service providers i.e. Police, Fire Brigade and the Environment Agency.

To be prepared to work in all weather conditions.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: