LISBURN & CASTLEREAGH CITY COUNCIL

JOB DESCRIPTION

Job Reference: JF3951

JOB TITLE:	Cleansing Operative with Driving Duties
DEPARTMENT:	Environmental Services
UNIT:	Waste Management & Operations
REPORTS TO:	Cleansing Supervisor
SALARY:	Scale 4, points 9-13
DURATION:	Permanent
LOCATION:	Central Services Depot, Altona Road
HOURS OF WORK:	Full Time 37 hours per week

KEY PURPOSE OF JOB:

As a member of the Operational Services Team the post holder will be required to:

Provide an effective and efficient refuse collection & street cleansing and amenity collection service throughout the assigned catchment area.

If required to undertake the role and associated key duties of the post of driver, the post holder will also be responsible for the vehicle and its passengers in compliance with all Council policies, statutory regulations and Health and Safety requirements.

The post holder will assume other delegated duties appropriate to the post reasonably assigned by management.

KEY DUTIES AND RESPONSIBILITIES:

1. Carry out a full range of duties within the general cleansing service to include litter picking, manual sweeping and collection, removal and disposal of litter/dirt/leaves etc. from public places such as roads, pavements and open spaces.

2. Carry out a full range of duties within the general refuse collection service to include collection / removal of household and commercial waste, bulky amenity collections, removal of illegal / indiscriminate dumping waste and collection / disposal of dead and fallen animals. Ensure all duties/day's tasks are carried out according to schedules and at appropriate times.

3. Assist with completing all necessary paperwork in the correct format and on the correct forms. Notify Cleansing Supervisor of any changes to work load and reasons for same.

4. Comply with all Council policies and statutory regulations including all requirements under Health, Safety and Welfare at work legislation and all current road traffic regulations (this will include use of personal protection equipment, clothing and company mobile phones).

5. Provide a high level of Customer care at all times and provide customers with relevant information as required.

6. Undertake any training identified as necessary to meet the requirements of the post including first aid training if required. Job holders are reasonably expected to attend briefings/meetings relevant to their role and work practices as an inherent part of their core responsibility.

7. Carry out a range of driving duties appropriate to the license held, to include refuse collection vehicles, street cleansing vehicles and general commercial vehicles as required. Required to carry out general duties within the general cleansing service and refuse collection service to meet the service needs as required plus any other related duties as directed by the Cleansing Supervisor.

8. When undertaking driving duties be responsible for vehicles and passengers in accordance with the Council's Driver's Handbook and be responsible for completion of all relevant checks and paperwork. Responsible for the supervision of up to five cleansing operatives on a daily basis to ensure the completion of daily tasks/works as directed.

9. Be the first point of contact for the crew, liaising with supervisors and relaying instructions to other members of the crew, as directed.

10. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.

11. Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.

The services falling within the responsibility of this post are as follows:

- Refuse
- Street Cleansing

Note:

The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Person Specification – Cleansing Operative with driving duties

	Essential Criteria	Method of Assessment
Qualifications and Experience	It is **essential** that applicants have a minimum of: **EXPERIENCE** **1.1**:- 2 years' relevant experience to include; • Experience of on road driving a large vehicle e.g.3.5 - 26 tonnes. • Experience of keeping official records • Experience in Waste Collection/ Street Cleansing or a relevant related field. **1.2:-** 1 years team leader experience in a similar role	Application Form/ Interview/ Assessment Centre/Pre-employment checks
Knowledge	**1.3**: - Knowledge of waste reception, removal, storage and sorting. **1.4**: - Knowledge of health and safety guidelines. **1.5**:- Knowledge and understanding of route plans and maps and the ability to undertake basis calculations	Interview/ Assessment Centre
General	**1.6**:- A full current driving licence (must include category C) valid in the UK **1.7** Hold a valid CPC card	Application Form/Pre-employment checks

"We are an equal opportunities employer, and we welcome applications from all suitably qualified persons."

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Desirable	Assessment Method
Behavioural Competencies	**1.3 – Managing Performance (Frontline)** Sets clear, aligned, high standard performance goals and objectives for self, others and organisation.	Yes		Application / Interview
	2.2 – Developing Our Own Capability (Frontline) Looks for opportunities to learn and develop in order to deliver and add value to their own role.	Yes		Application / Interview
	3.3 – Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes		Application / Interview
	4.3 – Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results	Yes		Application / Interview