

Grading

Job Description and Employee Specification

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|---|---|
| <u>Job title:</u> Community Operative | <u>Service area:</u> Communities |
| <u>Post number:</u> | <u>Division:</u> Environment |
| <u>Grade:</u> Career grade 2-5 Grade 3 | <u>Section/team:</u> Highways & Neighbourhoods |
| <u>Overall purpose of job:</u> | |
| <p>Serve the community and take pride in the area by carrying out cyclic, routine, general maintenance and construction work, undertaking all street cleaning, highways and grounds maintenance.</p> | |
| <p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p> | |
| <u>Main responsibilities:</u> | |
| <ol style="list-style-type: none"> 1. Grass cutting, strimming, hedge trimming, weed control, street sweeping, litter picking/remove fly tipping, emptying dog/litter bins, and assist with grave digging. 2. Maintenance of seasonal bedding. 3. Assist with sign and bollard cleaning. 4. Assist with pothole repairs. 5. Participation in winter service operations including snow clearing, de icing and hand gritting. 6. Accurate completion of records including: timesheets, inspection records, task sheets, call logs etc. 7. Report any issues encountered with the aim being to maintain and improve the North Lincolnshire area. 8. Pre use checks and safe operation of items of plant and hand tools. 9. Compliance with all legislation under the Health and Safety at Work Act (1974). 10. Transport equipment from one site to another in a light vehicle. 11. Carry out vehicle pre use checks and complete records accurately. | |

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Knowledge, skill and experience:

- Ability to undertake basic horticultural, street cleansing and other manual duties.
- Capable of walking between 5 and 6 miles per day while operating light plant/ equipment.
- Manual handling skills; the ability to lift objects and empty bins and undertake basic construction and gardening work.
- Basic numeracy and literacy skills; the ability to complete time and task sheets accurately.
- Ability to safely use hand tools and light plant.
- Knowledge of the local area.
- Basic health and safety understanding.
- Communication skills, ability to communicate with colleagues and members of the public.
- Driving licence – Category B and B1/BE
- Ability and willingness to successfully complete driver CPC training.
- Other equivalent level qualification.

Creativity and innovation:

- Work is carried out to daily/weekly schedules, need occasional creative skills to deal with routine problems e.g. where weather conditions may affect planned work
- Will attempt to resolve basic repairs to equipment on site
- Will occasionally deal with members of the public where the outcome may not be straightforward.

Contacts and relationships:

- Contacts are routine and generally involve the exchange of information verbally or on task sheets.
- **Internal:** Line manager (Daily), colleagues (Daily), and other service areas (Infrequently – to discuss work to be undertaken).
- **External:** Members of the public (Infrequent, any queries passed to line manager).

Decision making:

- Method of completing tasks correctly, safely, efficiently and on time. Decisions are made in consultation with more senior colleagues and have a limited effect on the public or colleagues.

Responsibility for resources:

- Issued personal hand tools e.g. brush, shovel, hoe, spade, rake (combined value £40.00), 100% taken away from base.
- Small power tools e.g. blower, strimmer/trimmer (value up to £500.00). These would be shared with team (of up to 4) and could be used constantly away from the base depending on the season.

The following will be taken away from base 80%:

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- Sole responsibility for a North Lincolnshire Council or hired vehicles up to 3.5 tonnes gross vehicle weight (value up to £20,000.00).
- Light plant and hand tools (up to £500.00 combined value), shared but on occasions, such as out of hours, may be sole responsibility.
- Ride on mower value £25,000.00 (sole use whilst in use, operatives rotate duties to reduce whole body vibration/R.S.I) up to 6 months per year.

WORK ENVIRONMENT

Work demands:

- The work is cyclic, routine and varies according to the season. The only interruption is occasional adverse weather.

Physical demands:

- Walking long distances and pushing a barrow for extended periods.
- Lifting and moving items weighing up to 25 kilograms in some circumstances.
- The operation of hand tools.
- Digging e.g bedding and possibly assisting higher graded posts holders with grave digging.
- Possible climbing e.g. ladders and elevated platforms.
- Driving vehicles, ride on mowers.

Working conditions:

- The majority of work is outdoors in all weather conditions.
- Daily contact with dirt, dust and traffic noise.

Work context:

- There is a requirement to operate equipment which has risks (such as Hand Arm Vibration, noise, dust and flying particles) associated with it. However, risk assessments have been produced for all tasks and plant is sourced that meets current legislation including Hand Arm Vibration Syndrome.
- All employees undergo full annual health surveillance appointments to ensure that there is no deterioration in any symptoms.
- Employees are issued with relevant PPE and training.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

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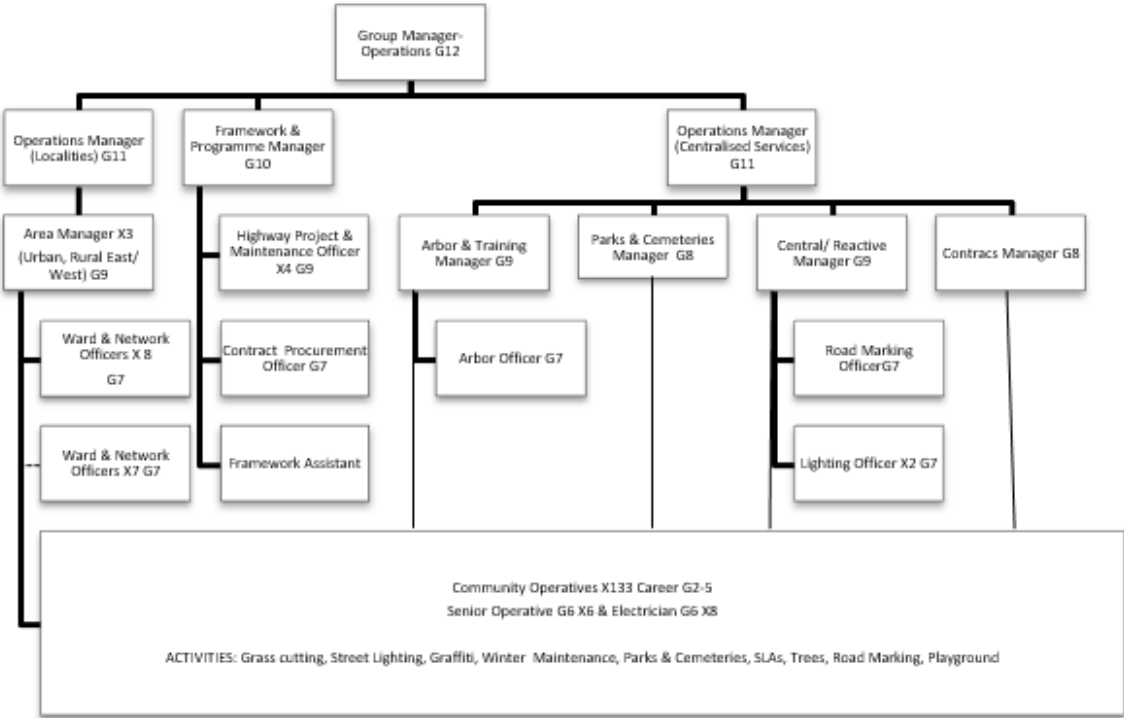
Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



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| Job Description Version Control | |
|---------------------------------|--|
| Date evaluated | |
| Date updated | |
| Updated by (manager name) | |
| Checked by (HR name) | |

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| ESSENTIAL CRITERIA | ASSESSED THROUGH: |
|--|---|
| Knowledge, Skills and Experience | Application form (follow up at interview) |
| <ul style="list-style-type: none"> Ability to undertake basic horticultural, construction, street cleansing and other manual duties. Capable of walking between 5 and 6 miles per day while operating light plant/ equipment. Manual handling skills: the ability to lift objects and empty bins and undertake basic construction and gardening work. (Lifting and moving items weighing up to 25 kilograms in some circumstances.) Basic numeracy and literacy skills; the ability to complete time and task sheets accurately. Ability to safely use hand tools and light plant. Knowledge of the local area. Basic health and safety understanding. Communication skills, ability to communicate with colleagues and members of the public. | |
| Knowledge, Skills and Experience | Interview |
| <ul style="list-style-type: none"> | |
| Education, Training and Qualifications | Application form (to follow up at interview) |
| <ul style="list-style-type: none"> Driving licence – Category B and B1/BE. Ability and willingness to successfully complete driver CPC training. Other equivalent level qualification | |
| Working Arrangements | Interview |
| <ul style="list-style-type: none"> 37 hours per week. Ability to participate in a standby rota and to be called out in an emergency. | |

| DESIRABLE CRITERIA | ASSESSED THROUGH: |
|--|--|
| Knowledge, Skills and Experience | Application form (follow up at interview) |
| <ul style="list-style-type: none"> Providing a front-line service to the public. Previous gardening, construction or street cleaning experience, e.g. grass cutting, shrub/rose bed work, hedge cutting, removing fly tipping, litter picking etc. Experience of using and maintaining small, mechanised plant. Basic horticultural or street cleaning experience. Craft skills; ability to interpret plans, site preparation, construction, landscaping, setting out of pitches and sports grounds. Ability to prioritise workloads Customer Care. Ability to undertake basic repairs of equipment. | |
| Knowledge, Skills and Experience | Interview |
| <ul style="list-style-type: none"> | |
| Education, Training and Qualifications | Original documents |
| <ul style="list-style-type: none"> Horticultural qualification | |
| Working Arrangements | Interview |
| <ul style="list-style-type: none"> | |

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| THE POST IS SUBJECT TO: | |
| Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 | |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Political restriction | |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| The ability to speak fluent English under the Immigration Act 2016 | |
| Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- Version Control

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|---------------|-------------------|
| Author | HR Policy Team |
| Status | V0.1 |
| Date approved | 19 September 2012 |
| Last updated | 21 December 2021 |