

## Grading

# Job Description and Employee Specification

<b><u>Job title:</u></b> Community Operative	<b><u>Service area:</u></b> Operations
<b><u>Post number:</u></b>	<b><u>Division:</u></b> Assets and Infrastructure
<b><u>Grade:</u></b> Leave this blank	<b><u>Section/team:</u></b> Street Cleansing
<b><u>Overall purpose of job:</u></b>  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.	
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.	
<b><u>Main responsibilities:</u></b>  <ol style="list-style-type: none"> <li>1. Basic construction and labouring work.</li> <li>2. Grass cutting, strimming, hedge trimming, weed control, street sweeping, litter picking/remove fly tipping, emptying dog/litter bins, and assist with grave digging.</li> <li>3. Maintenance of seasonal bedding.</li> <li>4. Assist with sign and bollard cleaning.</li> <li>5. Assist with pothole repairs.</li> <li>6. Participation in winter service operations including snow clearing, de icing and hand gritting.</li> <li>7. Accurate completion of records including: timesheets, inspection records, task sheets, call logs etc.</li> <li>8. Report any issues encountered with the aim being to maintain and improve the North Lincolnshire area.</li> <li>9. Pre use checks and safe operation of items of plant and hand tools.</li> </ol>	

## Grading

# Job Description and Employee Specification

10. Compliance with all legislation under the Health and Safety at Work Act (1974).

### **Knowledge, skills 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.

### **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.

### **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).

## Grading

# Job Description and Employee Specification

### **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.

## **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.

### **Working conditions:**

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

# Grading

## Job Description and Employee Specification

### 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.

### Position in organisation:

Indicate how many staff the post is directly accountable for:

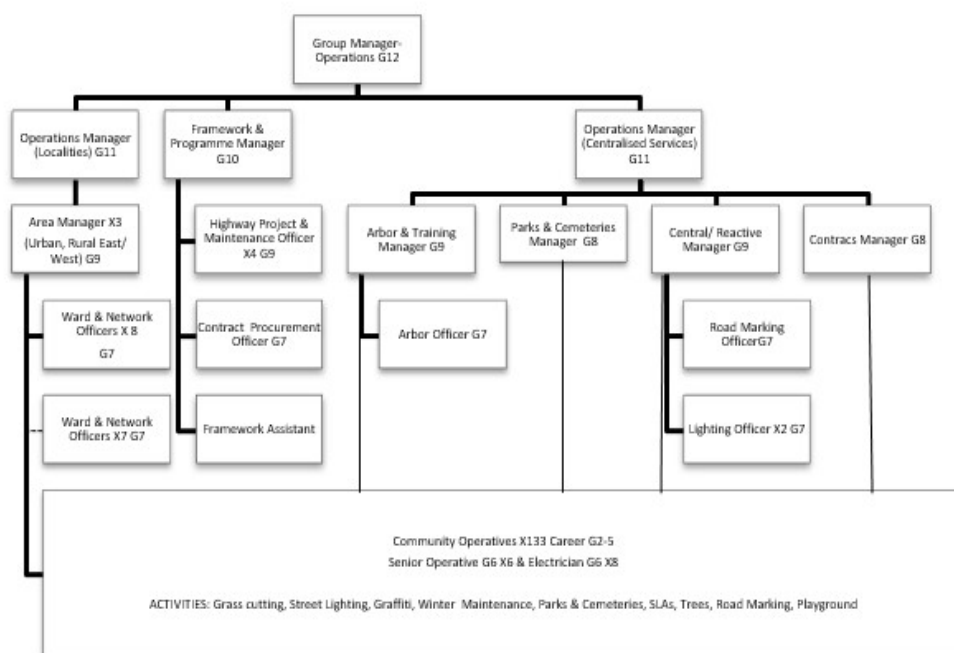
Are posts in more than one location? Yes ☐ No ☐

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)



# Grading

## Job Description and Employee Specification

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

ESSENTIAL CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<p>Ability to undertake basic horticultural, street cleansing and other manual duties.</p> <p>Capable of walking between 5 and 6 miles per day while operating light plant/ equipment.</p> <p>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.)</p> <p>Basic numeracy and literacy skills; the ability to complete time and task sheets accurately.</p> <p>Ability to safely use hand tools and light plant.</p> <p>Knowledge of the local area.</p> <p>Basic health and safety understanding.</p> <p>Communication skills, ability to communicate with colleagues and members of the public.</p>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<p>37 hours per week.</p> <ul style="list-style-type: none"> <li>Ability to participate in a standby rota and to be called out in an emergency.</li> </ul>	

## Grading

### Job Description and Employee Specification

DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>Providing a front line service to the public.</li> <li>Previous gardening or street cleaning experience, e.g. grass cutting, shrub/rose bed work, hedge cutting, removing fly tipping, litter picking etc.</li> <li>Experience of using and maintaining small mechanised plant.</li> <li>Basic horticultural or street cleaning experience.</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>Driving licence – Category B and B1/BE.</li> <li>Ability and willingness to successfully complete driver CPC training.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	

#### THE POST IS SUBJECT TO:

##### Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☐No ☒

##### Political restriction

Yes ☐No ☒

##### The ability to speak fluent English under the Immigration Act 2016

Yes ☒No ☐

#### Version Control

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