Grading
Job Description and Employee Specification

Job title: Community Operative	**Service area**: Communities
Post number:	**Division:** Environment
Grade: Career Grade 2-5	**Section/team:** Highways and Neighbourhoods

Overall purpose of job:

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.

Main responsibilities:

Grade 2

1. Basic construction and labouring work.
2. Grass cutting, strimming, hedge trimming, weed control, street sweeping, litter picking/remove fly tipping, emptying dog/litter bins, and assist with grave digging.
3. Maintenance of seasonal bedding.
4. Assist with sign and bollard cleaning.
5. Assist with pothole repairs.
6. Participation in winter service operations including snow clearing, de icing and hand gritting.
7. Accurate completion of records including: timesheets, inspection records, task sheets, call logs etc.
8. Report any issues encountered with the aim being to maintain and improve the North Lincolnshire area.
9. Pre use checks and safe operation of items of plant and hand tools.
10. Compliance with all legislation under the Health and Safety at Work Act (1974).

Grade 3

11. Transport equipment from one sight to another in a light vehicle.

12. Carry out vehicle pre-use checks and complete records accurately.

Grade 4

13. Duties utilising craft skills for example interpretation of plans, site preparation, and construction landscaping, setting out pitches, tree care, grave digging. Sports ground maintenance and floral displays.

14. Grass cutting, hedge trimming,, street sweeping, litter picking, emptying dog/litter bins, street weed control, seasonal bedding planting, general maintenance and pruning.

15. Erection of appropriate signs and barriers.

16. Driving off specialist vehicles EG tractors

17. Sign cleaning, pothole repairs and graffiti removal.

18. Ensure A collective approach within designated area to ensure the daily work commitments are delivered, recorded and reported.

19. Participation in winter service operations including snow clearing, de icing and hand gritting.

20. Accurate completion of records including timesheets, inspection records, completed task sheets, call logs etc.

21. Report any issues encountered with the aim being to maintain and improve North Lincolnshire area.

22. Pre use checks and safe operation of items are planned and hand tools

Grade 5

23. Drive category C vehicles (and in winter transferring to the Winter Maintenance shift pattern).

24. Some supervisory responsibility, which will involve allocating and checking the quality of work for assigned team members

Knowledge, skills and experience:

Grade 2

- 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.

Grade 3 & 4

- Driving licence – Category B and B1/BE
- Ability and willingness to successfully complete CPC Training
- Other equivalent level qualification.

Grade 5

- Large goods vehicle driving licence category C
- Digital tachograph holder
- Ability to complete on site health and safety assessments including risk assessment an COSHH Assessments.

Or skills in one or more of the following:

- G39 certification
- MEWPS
- HIAB
- Loading shovel operation
- Technical use of tools and equipment
- Recognition of underground services
- New Roads and Street Works Operator certificate
- Safety at street works and road works

Or other equivalent level qualification.

Creativity and innovation:

Grade 2

- 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

Grade 3

- Will attempt to resolve basic repairs to equipment onsite.
- Will occasionally deal with members of the public where the outcome might not be straight forward.

Grade 4

- React to on-site conditions daily (on-site risk assessments)

Grade 5

- The post holder will use their initiative if allocating work and may have to solve problems that arise on site when working on the maintenance of road gullies, outlets and sumps.

Contacts and relationships:

Grade 2, 3, 4 & 5

- 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:

Grade 2, 3, 4 & 5

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:

Grade 2

- 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.

Grade 3, 4 & 5

- 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%:

- 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:

Grade 2 & 3

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

Grade 4 & 5

- Amount of litter increases due to events and times of year e.g. school holidays, Christmas, religious events, sports events etc.
- Routine may be interrupted by operational demands, members of the public, emergency incidents (which may result in movement from one site to another) or adverse weather.

Physical demands:

Grade 2

- 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.

Grade 3

- Driving vehicles, ride on mowers.

Grade 4

- Climbing in and out of vehicle cab (up to 100 times daily).

Grade 5

- Driving a left hand drive vehicle slowly with frequent stops
- Frequent heavy lifting e.g. gully lids
- Handling heavy, awkward pipes when emptying septic tanks
- Concentration in adverse weather e.g. ice & snow when driving

Working conditions:

All Grades

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

Work context:

All grades

- 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:

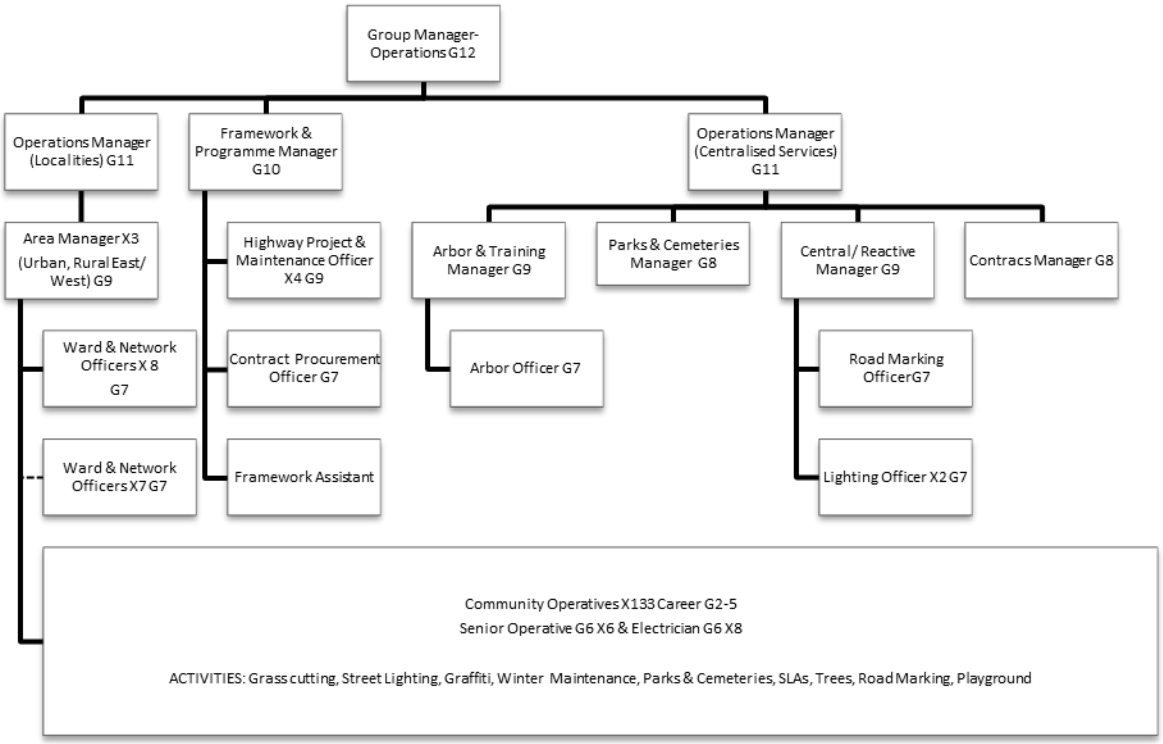
Indicate how many staff the post is directly accountable for: 0

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)

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Grading
Job Description and Employee Specification

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

Grading
Job Description and Employee Specification

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**

Knowledge, skills and experience:

Grade 2, 4 & 4

- 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.

Grade 5

- Ability to complete on site health and safety assessments including risk assessment an COSHH Assessments.

Knowledge, Skills and Experience	Interview
•	

Education, Training and Qualifications	Original documents

Grade 3 & 4

- Driving licence – Category B and B1/BE
- Ability and willingness to successfully complete CPC Training
- Other equivalent level qualification.

Grade 5

- Large goods vehicle driving licence category C
- Digital tachograph holder

Or skills in one or more of the following:

- G39 certification
- MEWPS
- HIAB
- Loading shovel operation
- Technical use of tools and equipment
- Recognition of underground services
- New Roads and Street Works Operator certificate
- Safety at street works and road works

Or other equivalent level qualification.

Working Arrangements	Interview

- 37 hours per week.
- Ability to participate in a standby rota and to be called out in an emergency.

Grading
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DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
• Providing a front line service to the public. • Previous gardening 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.	
Knowledge, Skills and Experience	**Interview**
Education, Training and Qualifications	**Application / Interview / Original documents**
• Driving licence – Category B and B1/BE. • Ability and willingness to successfully complete driver CPC training	
Working Arrangements	**Interview**
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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