Job Description

Job Title: Public Realm Operative – Level 2

Department: Communities

Service: City Services

Grade: Band 6(C)

Post reference number: ERPROLV2BROX (example)

1 Job purpose

To provide a range of gardening, refuse, recycling and cleansing duties throughout the City in order to maintain the environment, buildings and facilities which make Nottingham the cleanest city.

To operate flexibly across a range of frontline services depending on service needs. This will include street cleaning, grounds maintenance, refuse collection, recycling and other Neighbourhood Services such as support to highways' services during inclement weather to achieve our public realm duties.

To deliver a safe, efficient and effective operational service to create a clean, safe and green environment delivered through Neighbourhood Services.

2 Principal duties and responsibilities

1. To apply attained knowledge and skills to enable the delivery of a quality street environment, carrying out a range of duties concerned with the cleansing of the city, collection and removal of household, industrial and commercial refuse and a range of gardening duties, providing reporting information as required.

2. To operate and maintain a range of hand tools, light power tools, plant, and equipment in a safe and effective manner, carrying out daily checks as prescribed.

3. To drive and maintain vehicles up to and including 7.5 tonne gross vehicle weight. Vehicle checks, maintenance and the completion of driving records must be done on a daily basis. To keep vehicles and ancillary equipment, premises and sites where work is being undertaken clean, safe and tidy.

4. To transport collected materials to designated disposal/discharge locations within and outside of the city, making sure full compliance with the facility operating conditions and returning documentation for central processing.

5. To apply chemical and cleaning products in a range of circumstances in accordance with training received.

6. To utilise departmental resources in the most effective and efficient manner, assisting with the identification, recommendation and implementation of improvements to the service delivery. Represent and report on the interests, concerns, and safety of local people.

7. To work individually and as a member of a team, assisting other team members with their range of duties, across the full range of Neighbourhood Services.

8. To wear at all times whilst at work the current uniform and personal protective equipment supplied by the City Council, keeping it in a clean and presentable condition. This includes any additional equipment and clothing associated with undertaking a task where training has been received.

9. To work outside with exposure to all weather conditions, performing work that requires normal physical effort with periods of substantial effort and assist with snow clearance and with winter gritting operations.

10. The postholder must be prepared to work at locations throughout the whole area of the City in accordance with the needs of the service.

11. Working hours are organised in accordance with the needs of the service. They will include evenings, early mornings, weekends and public bank holidays.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

No Direct Line Management
May have day to day responsibility for Public Realm Operatives (Level 1)

6 Post holder's immediate supervisor: Neighbourhood Local Services Supervisor or Waste Team Leader. The Public Realm Operative Level 3 may have day to day responsibility for the postholder.

Prepared by/author: **Date:** May 2010

Job title:

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: ..... **Date:** .....

Person Specification

Job Title: Public Realm Operative – Level 2

Department: Communities

Service: City Services

Grade: Band 6(C)

Post reference number: ERPROLV1BROX (example)

Areas of Responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical	Ability to work with and carry materials of an unpleasant nature		✔		✔	
	Ability to carry out vehicle driver inspections and maintenance including regular oil and water checks			✔	✔	
	An understanding of Health & Safety and the ability to comply with City Council's requirements				✔	
	Knowledge of the safe operation of a range of hand and powered tools				✔	
	Knowledge of the safe operation of vehicles up to and including 7.5 tonnes gross weight.			✔	✔	✔
	Ability to demonstrate the correct lifting and carrying methods.			✔	✔	
	Knowledge of road safety and the impact of working in a traffic environment		✔		✔	
	Knowledge of general gardening techniques including grass and border maintenance		✔		✔	
Teamwork and Communication	Ability to work as part of a flexible team, using own initiative and with minimal supervision		✔			
	Ability to lead other members of the team and give work instructions		✔		✔	
	Ability to communicate with other members of the team and members of the public		✔		✔	
Work Related Circumstances	Ability to walk up to 15 miles per day and maintain a long period of physical effort and willingness to maintain a high fitness level in line with the duties of the job.		✔		✔	
	Be prepared to work outside in all weather conditions, in any area of the city				✔	
	Have a flexible attitude to work and be prepared to work shifts, including early mornings, evenings, weekends, and public bank holidays		✔		✔	

	Willingness to undergo training relevant to the job		✔		✔	
	Willingness to work on own for long periods		✔		✔	
	Must attend and achieve an NVQ level 2 (or from the QVF) in relevant subjects, including Health and Safety and Safe Handling of Chemicals, as requested				✔	
	Must undergo and pass a CRB or any other check as requested				✔	
	Must be in possession of a current and appropriate driving license as requested		✔		✔	✔
	Must undergo and pass a CPC in control and use of pesticides as requested		✔		✔	✔
	Must attend and achieve an NVQ level 2 (or from the QVF) in a relevant subject as requested.				✔	
	Willingness to comply with the City Council's non-smoking policy				✔	
Work to promote mutual respect and good relations	Knowledge and commitment to Nottingham City Council's Equality and Diversity policy				✔	
	To provide a good customer care service and be committed to providing a high standard of customer care.				✔	

P: Pre-application	**A**: Application	**T**: Test	**I**: Interview	**D**: Documentary evidence

Prepared by/author: **Date:** May 2010

Job title: