

Job title: Public Realm Operative - Level 3

Directorate: Resident Services
Division: Neighbourhood Services
Grade: Grade D (Tier 6)
Post reference number:

1 Job purpose: To be responsible for the day-to-day operations and safety of a small team providing a full 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 and safe and green environment delivered through Neighbourhood Services.

2 Principal duties and responsibilities:

1. The post holder is responsible for the safe keeping of vehicles and items of plant and machinery as allocated, both to the post holder and to other people as assigned to the postholder.
2. To drive and maintain vehicles up to and including HGV/LGV within designated sets of rounds, routes or geographic areas, ensuring the proper emptying and cleaning of the vehicle and any powered mechanism which may be fitted and ancillary equipment, carrying out routine maintenance, daily vehicle checks and completing driving records.
3. To operate and maintain a range of hand tools, power tools, plant, and equipment in a safe and effective manner, carrying out daily checks as prescribed.
4. To be responsible for keeping vehicles, premises and sites where work is being undertaken by the postholder and other people as assigned to the postholder clean, safe and tidy. To report any defects, incidents or accidents to their line manager at the earliest opportunity.
5. 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.
6. To apply chemical and cleaning products in a range of circumstances in accordance with training received.
7. To utilise departmental resources in the most effective and efficient manner, and proactively assist with the identification, recommendation and implementation of

improvements to the service delivery and represent and report on the interests, concerns, and safety of local people.

8. To undertake day to day processing of required documentation and paperwork, in addition to the allocation of duties, work rotas and resources within the team to ensure that the productive day is maximised.
9. To work with minimal supervision and act as a crew leader, within clearly defined roles and procedures to complete assigned tasks effectively and to maximise productivity. This may involve occasionally dealing with issues where the outcome may not be straightforward all within a multi-tasked workforce.
10. To work effectively either individually and as a member of a team, leading and assisting other team members with the full range of duties to a high standard of service, across the full range of Neighbourhood Services. For example Bin rounds fully completed and Grade A cleansing standards achieved.
11. To comply with and be responsible for the Health and Safety of other members of the Team, taking appropriate steps at all times to follow safety procedures and safe systems of work, to ensure the safety of the public, self and co-workers.
12. To liaise with and provide high standards of customer service to departmental colleagues, local people, local businesses and groups, councillors, officers from other departments and external organisations involved in the area and neighbourhood working ethos.
13. To wear at all times whilst at work the current assigned 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 which training has been received and responsibility for making sure other team members are wearing the appropriate gear and are well presented.
14. To work outside with exposure to all weather conditions, performing work that requires normal physical effort with periods of substantial effort and assisting with snow clearance and with winter gritting operations.
15. The postholder must be prepared to work at locations throughout the whole City and wider area in accordance with the needs of the service.
16. The post holder will be required to work flexibly, with working hours organised in accordance with the needs of the service. They will include evenings, early mornings, weekends and public bank holidays.

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.

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.

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

No Direct Line Management

Day to day responsibility of up to 5 Public Realm Operatives (Level 1, and 2)

Post holder's immediate supervisor: Neighbourhood Local Service Supervisor, Waste Operations Team Leader or Shift Manager

Prepared by/author:

Date: May 2016

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



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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			✓	✓	
	Basic 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, plant and equipment.				✓	
	Knowledge of the safe operation of vehicles up to and including LGV.		✓			✓
	Ability to demonstrate the correct lifting and carrying methods.			✓	✓	
	Knowledge of road safety and the impact of working in a traffic environment.		✓		✓	
	Knowledge of gardening techniques including grass and border maintenance					
Ability to prioritise work and respond to urgent instructions.		✓		✓		
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 effectively both written and verbally with other members of the team and member of the public		✓		✓	
	Basic knowledge of Council functions to inform signposting and community engagement					
	Basic knowledge of Council's environmental enforcement policies and processes that inform issue of fixed penalty notice					

