

Runnymede Borough Council

JOB DESCRIPTION

1. POST DETAILS

<u>Department</u> : Technical Services	Post Title : Street Cleansing Operative
<u>Division</u> : Direct Services Organisation	Post No. :
<u>Section</u> : Street Cleansing	Working Hours : 37hr week Mon – Thurs 06.00-14.00hrs Fri: 06.00 – 13.30hrs 30 minute lunch break
Grade : 2	Work Base : Chertsey Depot
<u>Prepared/Agreed by</u> : Cathy Knubley	Date : 30/1/13

2. ORGANISATIONAL RELATIONSHIPS

<u>Reports to:</u> DSO Supervisors	<u>Directly Supervises:</u> None
<u>Deputising Responsibility:</u> None	<u>Indirectly Supervises:</u> None

3. RESPONSIBILITIES FOR RESOURCES

- Brooms
- Shovel
- Litter picker
- Other associated tools
- Uniform and other personal protective clothing

4. JOB PURPOSE/OBJECTIVES

1. To complete a daily schedule of work each day
2. To keep the Borough and Town Centre's clean and free from litter, glass, dog faeces and detritus
3. Empty all the litter and dog bins.
4. To be highly visible to members of the public when working
5. Assist the mechanical sweepers when required

5. MAIN DUTIES OF THE POST

FREQUENCY
(daily, weekly, monthly, annually, etc)

- | | |
|---|-------|
| i) Operate as part of a mobile team, using brooms, shovels,
litter picker and any other associated street cleansing equipment. | Daily |
| ii) To start work at 06.00hrs at the Council depot. | Daily |

- iii) Other tasks including clearing fly tips and other associated street cleansing tasks including emptying litter and dog waste bins and occasional refuse bins.
- iv) Complete daily log sheets of work undertaken. Daily
- v) Attend any required training programmes associated with the Job Description As and when
- vi) To electronically clock in and out of work. Daily
- vii) Provide general assistance with Borough Emergencies such as flooding including reasonable out of hours working. As and when
- viii) Any other duties which may be allocated from time to time which are commensurate with the post holders qualifications and experience. As and when
- iv) Spreading salt during periods of inclement weather As and when

The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.

Runnymede Borough Council

Person Specification

Post Street Cleansing Operative Post No

Completed by Cathy Knubley Date 30 January 2013

A ✓ should be shown against each criterion to indicate whether it will be assessed from
the Application Form (A.F) or at Interview (Int)

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A. F	Int
<u>Education & Training</u>					
Basic Literacy	✓	✓	Manual Handling	✓	
<u>Experience & Knowledge</u>			Previous cleaning experience with contractor or local authority	✓	
			Health & Safety awareness		✓
			Knowledge of the borough		✓
			Previous experience working outside in all weather conditions	✓	
<u>Personal Qualities/Personality</u>					
Team player		✓			
Conscientious		✓			
Flexible attitude towards working hours		✓			

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A. F	Int
<u>Skills</u>					
Able to follow simple instructions		✓			
Be able to follow a map		✓			
<u>Career Objectives</u>					
<u>Special Requirements</u>					