

## **PATCHWAY TOWN COUNCIL Job Description**

### **Estates Team**

**Post Title: Environmental Operative**

**Post Number:**

**Grade: SCP 11 Fixed (£11.50 p/h)**

**Base: Scott Park,  
Patchway**

**Hours: 15 over three days (to  
include weekends).**

**Car User Allowance: None**

**Disclosure: None**

**Contact: Town Clerk**

**Updated: May 2022**

### **Principal Job Purpose**

Responsible to: the Town Clerk for keeping Patchway clean and tidy by the undertaking regular litter picking and street cleansing in accordance with the relevant legislation and with specific emphasis on Health & Safety.

### **Principal Accountabilities**

#### **Service Responsibilities:**

1. To undertake the following tasks:-

a) Cleansing duties:-

- Clear litter, leaves, dog fouling and other debris as and when required.
- Sweeping and clearing up large areas of litter or broken glass
- Street, path and verge cleaning duties, including litter picking.
- Litter and dog bin emptying and cleansing.
- Litter Picking on a set schedule.

b) Communications

- The communication of appropriate information to the supervisor/Clerk/Deputy Clerk.
- To deal with queries from members of the public courteously and in a helpful manner.

c) Building, vehicle maintenance and security:

- Safety inspections of vehicles ensuring the safe operation and movement of vehicles in accordance with agreed practices.
- Where appropriate, liaise with Police and other enforcement agencies to ensure site security and the safety of people using site facilities.
- Responsible for the Council van and hand tools and equipment.

2. To complete daily work sheets and to identify and record the main areas of litter pollution and any graffiti and/or vandalism.
3. To assist with updating the Council noticeboards on a regular basis.
4. To undertake instructions from the Town Clerk.
5. To undertake any other duties commensurate with the role as instructed by the Clerk.

**Corporate Responsibilities:**

1. To comply with the relevant sections of the Council's policy statements on Health & Safety, Welfare at Work, Equality of Opportunity and Diversity and Safeguarding.
2. To wear any personal protective equipment provided and comply with all Health & Safety policies and guidelines, working in a manner not to cause injury or harm to yourself or anyone else, or the property of the Council. Also ensuring that the relevant risk assessments for the type of work being carried out is complied with.
3. To comply with the Council's code of conduct for Employees and the Member/Officer Protocol.
4. To comply with all Council policies.
5. To undertake any other duties commensurate with the role as instructed by the Clerk.

## Person Specification

## Assessment Method

### Qualifications & experience

Qualifications/relevant experience	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
GCSE English grade C or above or the equivalent	Essential	✓			
Experience of manual work	Essential	✓			✓
Experience of working outdoors	Essential	✓			
<b>Knowledge/Skills</b>					
Good level of fitness as standing, walking, bending and lifting is required	Essential	✓			
Practical skills including the use of light machinery	Essential	✓	✓		✓
Knowledge and understanding of safe working practices	Essential	✓	✓		✓
Excellent timekeeping and attendance	Essential	✓			✓
Understand health & safety legislation	Essential	✓	✓		✓
Always dedicated to working to the highest standards, displaying a positive attitude, is discrete and trustworthy	Essential	✓	✓		✓
Manual Handling technique and awareness training	Essential	✓	✓		
Self motivated with good oral communication skills.	Essential	✓	✓		✓
Ability to work proactively independantly as well as part of a team to ensure deadlines are met	Essential	✓	✓		✓
Ability to work outside in all weather conditions	Essential	✓			✓

### Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence	Essential	✓			