**JOB DESCRIPTION**

**NEIGHBOURHOOD SERVICES DEPARTMENT**

**JOB TITLE:** Environmental Operative

**POST TYPE:** Seasonal fixed-term’ 3 - 6 month contracts.

 For both post types a potential mix of non-driving operatives and basic driving licence holders sought.

**DIVISION:** Operations

**GRADE:** Band 5

**RESPONSIBLE TO:** Horticulture Operations Officer

**POST REFERENCE:**  104117

**Purpose of Post**

The post is within the Operations Division environmental services team. The role is to assist in the provision of practical horticultural/street cleansing maintenance activities in the cemeteries, parks, recreation grounds, street areas and other contract sites as required.

* The post is physically demanding and the role is based outdoors where the post holder will be expected to work in all weather conditions.
* The post will be based, but not fixed, at either Stranton Cemetery or assigned to a mobile team working from Tofts Farm (West) Depot. The responsibilities of the role will involve periods of work, elsewhere to support the needs of the Environmental section’s horticultural/street cleansing maintenance teams.
* Post will implement practical horticultural/street cleansing maintenance and operational work as necessary and appropriate to work location and post holder competency e.g. grass cutting pedestrian and (for full-driving license holders) ride-on-mowers, strimming, litter picking and bin emptying, weeding, flower/ shrub bed maintenance, chemical application for weed control, pitch maintenance, schools grounds maintenance activities, etc.
* The post holder will, following suitable induction and training (and where required presentation of valid qualifications/ license to operate), be required to operate appropriate tools and machinery when necessary to complete works.

The Environmental services section provides horticultural/street cleansing maintenance capabilities and management solutions for: Trees, Parks, Play Spaces, Countryside and Coastlines, Street Areas, Bowling greens, Pitches and Playing Fields, Cemeteries and Crematoria services, Commercial and Residential resources. The post holder will be expected to:

* Assist in any other duties of a related nature which might reasonably be required and allocated by the Operations Horticulture/Street Cleansing Team Leader.
* Undertake any training necessary to perform the duties of the role.
* Participate fully in the employee health surveillance programme.

**Additional Information**

* The post holder may be expected to occasionally work outside normal core hours to complete work.
* The work will be based outdoors and physically demanding.

**Main Duties and Responsibilities**

1. Carry out horticultural/street cleansing maintenance duties connected with cemeteries, parks, recreation grounds, street areas and other contract sites/ amenity green spaces as set by the Horticulture Operations Officer and directed by appropriate site team leader.
2. Assist in the implementation of customer care and the promotion and development of a high quality service by responding in a polite, courteous and sympathetic manner to public enquiries regarding cemetery/ horticultural/street cleansing issues directing them to the appropriate Lead Operative for further action in compliance with relevant HBC procedures.
3. Complete all relevant timesheets and any other record documents appropriate to the task, and ensure they are passed to the appropriate Lead Operative.
4. To operate the Local Authorities equipment and machinery having due regard to Health & Safety.
5. Ensure that equipment and machinery assigned to the post holder or provided for general use by site operatives is used and maintained in accordance with manufacturer’s instructions and returned to the designated secure storage area when not in use.
6. Vehicles where assigned to carry out duties, must only be operated by a checked/confirmed fully licensed and trained post holder, and they must carry out vehicle checks in accordance with HBC operator procedures prior to use or change of operator.
7. Ensure all accidents/near misses are recorded as per HBC operator procedures before the end of shift on the day of occurrence.
8. In carrying out all work activities ensure compliance with:
* Health and Safety at Work Act
* Hartlepool Borough Council’s Safety Policy
* Conditions of employment of operatives
1. Identify operational issues and communicate these to the Horticulture Operations Officer or relevant Lead Operative.
2. Undertake any training identified as being essential to the role.
3. Participate fully in the employee health surveillance programme.
4. Any other duties of a related nature which might reasonably be required and allocated by the Horticulture Operations Officer or the head of section the Operations Horticulture Team Leader.

## **Changes**

The work of all Local Government departments changes and develops continuously, which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation, which if wished may involve a Trade Union/Professional Association representative.

Date: 22/06/2018