**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS**

**JOB TITLE:** Environmental Apprentice

**DIVISION:** Grounds Maintenance

**GRADE:** Apprentice

**RESPONSIBLE TO:** Grounds Maintenance Team Leader

**POST REFERENCE:**  ENVAPP

**Purpose of Post**

To undertake, as a member of a team, duties connected with cleansing and Horticulture of Highways, Footpaths and Open Spaces or associated work from various locations.

**Main Duties and Responsibilities**

1. Carry out cleansing and Horticulture of Highways, Footpaths and Open Spaces, or associated work from various locations in such a way as to maximise output.
2. To work within programmes set by the Environment Supervisor, which cover the removal of litter, dog fouling, detritus, fly tipping, emptying litterbins etc.
3. To work within programmes set by the Environment Supervisor which cover landscaping and horticultural work or associated work, to include pruning, digging, raking, hoeing, weeding and planting.
4. To use various hand tools, such as spades, shovels, hoe’s, trowels, brushes, litter pickers, secateurs and use of mechanical equipment such as hedge cutters and strimmers.
5. Assist in the monitoring of the quality of the work carried out.
6. Complete accurate records of cleansing operations etc., and notification of all anomalies to the Environment Supervisor on a daily basis
7. Ensure all tipping procedures in the Transfer Station are followed including cleansing of designated areas when required.
8. Ensure all accidents/near misses are recorded as per agreed procedure before the end of shift on the day of occurrence
9. Carry out working activities on cleansing work in such a way as to ensure compliance with:-

* Health and Safety at Work Act
* Hartlepool Borough Council’s Safety Policy
* Conditions of employment of operatives
* Client requirements/conditions of contract

1. To assist in the implementation of Customer Care and quality assurance initiatives, such as promoting recycling under direction from the Environment Supervisor.
2. To assist in implementing in accordance with the policies and procedures of the Environment Division, objectives and performance indicators set by the Environment Management Team.
3. Ensure completion of timesheets, etc. in accordance with agreed procedures.
4. Any other duties of a related nature which might reasonably be required and allocated by the Environment Supervisor.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: July 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**