

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Garden Waste Operative
<u>GRADE :</u>	Grade H
<u>JOB EVALUATION NO.</u>	D3231
<u>REPORTING RELATIONSHIP</u>	Relevant Service Manager: <ul style="list-style-type: none">• Refuse and Recycling Manager• Street Cleansing Manager• Green Spaces Manager
<u>JOB PURPOSE :</u>	Provision of effective day to day operations relating to Environmental Services activities across the Borough
<u>POST NO.</u>	D14101
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, expected competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Undertake garden waste collection. This will generally be during the period April to November each year.
2. Undertake a range of duties across Environmental Services, including but not limited to the following. This will generally be during the period December to March each year:
 - (a) Domestic and commercial refuse and recycling collection
 - (b) Manual winter services
 - (c) Litter picking
 - (d) Emptying litter bins
 - (e) Assisting with the clearance of rear lanes
 - (f) Assisting the rapid response service in relation to clearance of litter, dog fouling and fly tipping
 - (g) Assisting with grounds maintenance duties, including gathering/collecting green waste and spoil
3. To report to the Team Leader any issues associated with the day to day operation which may affect standards of service.
4. To undertake duties within the wider Environmental Services team as required, maintaining a high standard of service at all times.
5. To work proactively in dealing with operational issues, report to the Team Leader any issues associated with the day to day operation which may affect standards of service.
6. To ensure the highest standard of customer care at all times.
7. To communicate effectively with residents and members of the public.

8. When approached by customers/members of the public on work related issues and service standards, sign post as appropriate and refer Team Leader for action when necessary.
9. To work on your own initiative and perform day to day tasks unsupervised when necessary.
10. To work proactively towards continuous improvement of the service and individual tasks.
11. To report to the Team Leader any operational issues that cannot be resolved immediately.
12. To assist the Team Leader in maintaining procedures to ensure all quality and performance measurement criteria are continually met.
13. A flexible approach towards working hours will be required to meet shift rota patterns.
14. To work in liaison with other area teams to provide cover to ensure that service requirements are met.
15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: November 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

GARDEN WASTE OPERATIVE

POST NO – D14101

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Manual handling training		D
2	Sharp needle awareness training		D
3	Full driving licence (category B)		D
	Experience & Knowledge		
4	Awareness of refuse/recycling, garden waste, street cleansing, grounds maintenance or related services	E	
5	Previous experience of working in a refuse/recycling collection, street cleaning or grounds maintenance role, or equivalent		D
	Skills		
6	Ability to effectively communicate verbally with members of the public and colleagues	E	
7	Ability to work on own initiative	E	
8	Ability to work successfully as a member of a team	E	
9	Ability to use appropriate equipment, undertake various manual handling duties and walk long distances	E	
	Personal Attributes		
10	Able to be on time for all duties	E	
11	Committed to a customer focussed approach	E	
12	Able to undertake the physical requirements of the post	E	
13	Able to demonstrate an interest in environmental issues		D
	Special Requirements		
14	Able to work in accordance with an agreed rota depending on the service you are working within - with working days/hours falling between the hours of 6am to 6pm Monday to Sunday	E	
15	Able to work on Public Holidays when needed by the service. NB: Good Friday is a normal working day within the Waste Service.	E	
16	Able to work Saturday, Sunday or Monday following a Public Holiday, as required by the service	E	
17	Able to attend training on a Monday, as required by the service	E	
18	Flexible approach to working arrangements to meet service demands	E	
19	Versatile and adaptable to change	E	
20	The successful candidate will be expected to wear the uniform provided	E	