

## **DARLINGTON BOROUGH COUNCIL**

### **ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Street Orderly
<b><u>GRADE :</u></b>	G
<b><u>JOB EVALUATION NO.</u></b>	C3142
<b><u>REPORTING RELATIONSHIP</u></b>	The post holder will report to the Team Leader on a daily basis and is ultimately responsible to the Street Scene & Building Cleaning Manager.
<b><u>JOB PURPOSE :</u></b>	To ensure the allocated area in Darlington is clean and tidy for residents and businesses.
<b><u>POST NO.</u></b>	D13331
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### **MAIN DUTIES/RESPONSIBILITIES**

1. Working within the Street Scene Services section you will be expected to undertake the following duties utilising a street orderly barrow:
  - Litter picking
  - Emptying litter bins
  - Removal of broken glass
  - Clearing of small accumulations of blossom and leaf fall
  - Manual winter maintenance
  - Removal of weeds by hand
2. To work within a specified area of Darlington maintaining high standards of service at all times.
3. Ability to work on your own initiative and perform day-to day tasks unsupervised where necessary.
4. To work proactively towards continuous improvement of the service and individual tasks.
5. To work proactively in dealing with operational issues and report these to the Team Leader, i.e. report fly tipping, graffiti or damage to street furniture.
6. A flexible approach towards working hours will be required to meet shift rota patterns.

7. To work in liaison with other Areas and provide cover to ensure that service requirements are met.
8. 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.
9. 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.
10. Carry out your role in line with the Council's Equality agenda.
11. 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.
12. Any other duties of a similar nature related to this post that may be required from time-to-time.

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: February 2019

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**STREET ORDERLY**

**ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES**

**POST NO – D13331**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
	<b>Experience &amp; Knowledge</b>		
<b>1</b>	Awareness of street cleaning duties	<b>E</b>	
<b>2</b>	Previous experience of working in a street cleaning role or equivalent		<b>D</b>
	<b>Skills</b>		
<b>3</b>	Ability to communicate orally with colleagues and members of the public	<b>E</b>	
<b>4</b>	Ability to work on own initiative	<b>E</b>	
<b>5</b>	Ability to use appropriate equipment, undertake manual handling duties and walk long distances	<b>E</b>	
<b>6</b>	Manual handling training		<b>D</b>
<b>7</b>	Sharp needles awareness training		<b>D</b>
<b>8</b>	Customer care training		<b>D</b>
	<b>Personal Attributes</b>		
<b>9</b>	Ability to be on time for duties	<b>E</b>	
<b>10</b>	Physically fit in order to carry out the duties of the post	<b>E</b>	
<b>11</b>	Ability to work successfully as part of a team	<b>E</b>	
<b>12</b>	Committed to high standards of customer service	<b>E</b>	
	<b>Special Requirements</b>		
<b>13</b>	Able to work in accordance with an agreed rota, with working days/hours falling between the hours of 6am to 6pm Monday to Sunday	<b>E</b>	
<b>14</b>	Able to work additional hours when needed	<b>E</b>	
<b>15</b>	Flexible approach to working arrangements to meet service demands	<b>E</b>	

<b>16</b>	Versatile and adaptable to change	<b>E</b>	
<b>17</b>	The successful candidate will be expected to wear the uniform provided	<b>E</b>	