



South Tyneside Council

REGENERATION AND ENVIRONMENT

JOB DESCRIPTION

POST TITLE: Site Co-Ordinator

GRADE: Band 5

RESPONSIBLE TO: Service Leader

Overall Objectives of the Post:

To ensure the general cleanliness/tidiness of all parts of the depot, and to ensure that depot operations and maintenance are co-ordinated and assist with bespoke waste removal pricing.

Key Tasks of the Post:

1. You will be responsible for delivering a high quality, customer focussed service. You will:

- Carry out daily checks of all parts of the depot to ensure cleanliness and tidiness.
- Check the security of the depot including the repair of perimeter fencing on a weekly basis and act as a key holder.
- Undertake weed control/removal of detritus and general depot cleansing/maintenance in accordance with all relevant codes of practice and legislative requirements.
- Carry out daily checks of all pathways, roads and access routes to ensure they are safe and free from obstruction. During inclement weather ensure all paths and roads are treated.
- Report all defects and ensure that repair works are carried out.
- Ensure that Council vehicles park in designated areas.
- Ensure that all vehicles and items of plant/pedestrian powered cycles are parked/located within designated areas of the depot and report any instances of non-compliance to relevant managers.
- Drive a large van or truck, which is a requirement of the job. The post holder must be able to operate any powered/ancillary equipment with precision in relation to all vehicles.
- Ensure that cars, motor cycles and cycles (all vehicles) are parked correctly in the depot car parks.
- Monitor traffic movements within the depot and make recommendations for improvements in traffic management, as required.
- Assist in ensuring delivery vehicles are directed to the appropriate part of the depot.
- Use a forklift truck to load and unload vehicles.
- Check all signage to ensure it is correctly placed and visible.
- Regularly check the scrap cars compound and report any issues to the relevant manager.
- Monitor the general condition of the sites and assist in any internal recycling schemes.

- Manage bin stocks and order as required.
- Attend the depot management group and provide regular reports and feedback on issues of concern.
- Support the joint health and safety inspection process by assisting in co-ordinating and carrying out inspections when required and making sure that agreed actions are put in place.
- Ensure effective links are maintained with the Corporate Health and Safety section.
- Provide guidance to the public and visitors as necessary.
- Work proactively with contractors who may have a temporary or permanent presence in the depot to ensure the highest standards of site husbandry/cleanliness are maintained across all external areas, including shared spaces.
- Price bespoke waste removal jobs.
- Be the designated departmental officer on duty to support planned cultural events and festivals, including bank holiday working where required and participate in out of hours planned work programmes e.g. Darker Nights Safety Campaign and attend related call outs as necessary in the exigency of the service.

2. You will consistently demonstrate the personal qualities and behaviours required of a Site Co-ordinator. You will:

- Lead by example in reflecting the Council's values of respect and dignity in the daily contact with staff, service teams, partners, stakeholders and customers.
- Take responsibility and accountability for your own performance.
- Effectively work with fellow employees across the Council to promote partnership working, exploit synergies and promote successful service outcomes.
- Work positively within a team and actively contribute to team meetings.
- Be a champion for Area Management Services and a source of support and encouragement for colleagues.
- Consistently strive towards making a difference in the quality, efficiency and positive impact of the service.

3. You will be responsible for making a corporate contribution. You will:

- Assist in ensuring that all policies, practices, legislation and codes of practice are adhered to.
- Ensure that information is properly communicated.
- Be committed to equality and diversity policies.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: GB/KDS

Date: 06/11/2020