

# Newcastle City Council Job Description



**Post Title:** Local Services – Lead Environmental Operative A4220

**Evaluation:** 450 Points **Grade:** N5

**Responsible to:** Operations Manager / Street Manager

**Responsible for:** N/A

**Job Purpose:** To work flexibly as part of the Local Services frontline delivery team, to champion clean, green and safe neighbourhoods. To lead assigned crew and undertake a range of duties across Local Services.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To clean, sweep, remove graffiti and litter pick highways, open spaces and pedestrian areas including hazardous waste, to the required specification using relevant mechanical or/and manual equipment and chemicals to promote clean, green and safe neighbourhoods
- 2 To drive and operate equipment in a safe manner in line with service delivery requirements and relevant legislation and training.
- 3 To undertake routine vehicle, plant and equipment checks including daily and weekly maintenance, and undertake minor repairs as required (e.g. changing brushes and lightbulbs), completing any required associated paperwork.
- 4 To ensure safe procedures are followed when carrying out manoeuvres in line with the driver handbook and relevant legislation.
- 5 To carry out duties in line with the relevant Risk Assessments and support management in any review of these assessments.
- 6 To safely and effectively operate in-cab and other technologies logging operational data as required to deliver efficient waste and street services and to report on quality targets.
- 7 To undertake the removal, minor repair and installation of litter bins, utilising relevant tools and equipment.
- 8 To respond to all enquires in a professional and courteous manner, directing requests as appropriate, including work requests from external agencies.
- 9 To assist with quality assurance checks regarding required standards of work.

- 10 To undertake loading, transporting and disposing of domestic, recyclable, commercial and garden materials as appropriate, for e.g. fly tipping and missed bins, including the use of side lift vehicles.
- 11 To undertake manual gritting and replenish grit bins in line with the city's winter maintenance snow and ice plan.
- 12 To lead and coach staff in matters including safe working practices and cascade training.
- 13 To drive a range of large vehicles, including large goods vehicles (LGV)/vehicles exceeding 3.5 tonne and undertake waste collections for e.g. fly tipping
- 14 To report via agreed channels, environmental and neighbourhood issues including fly tipping, graffiti, broken street lights, and advise the appropriate services or line manager
- 15 To issue fixed penalty notices for offences including dog fouling, litter, graffiti and fly posting and potentially assist in the preparation of legal proceeding cases as instructed by providing statements and giving witness testimony at court.
- 16 To assist in handling/investigating informal and stage 1 complaints.
- 17 Support management in planning project works such as special events, planning routes and clean up projects.
- 18 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 19 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures