

Job Description

Post title	Assistant Neighbourhood Services Operative
Post No	PTC PC1
Grade	SC2
Salary	£ 24,796
Reporting to	This post reports to the Neighbourhood Services Manager and Deputy Neighbourhood Services Manager or the Neighbourhood Services Team Leader within the service area.
Location	The post holder may be required to work at any location or property of Peterlee Town Council.

DBS	This post is not subject to an Enhanced disclosure.
Politically restricted	This post is not designated as politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Description of role

To maintain and enhance the cleanliness, safety, and overall appearance of Peterlee's public spaces, ensuring a high standard of service delivery to the community.

Duties and responsibilities

- To undertake a wide range of ground and building maintenance tasks utilising craft skills including for example, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
- To Maintain sports pitches and play areas work as requested, including cricket wickets and the bowling green.
- Litter collecting and emptying litter waste bins, and to ensure streets, pavements, and public areas are kept clean and free from litter, debris, and graffiti.
- Seasonal maintenance internal and external including the planting of seasonal bedding schemes, and including gritting and snow clearance.
- Carry out arboricultural work including felling, pruning, shredding and chipping and assisting with the aerial work.
- Use and basic maintenance of hand tools, equipment, vehicles and plant including mowers, ride on mowers, strimmers, leaf blowers and tractors.

- Assist with the preparation and digging out of grave sites and maintenance of cemetery grounds.
- Work outdoors in all weather conditions.
- To ensure that plant, machinery and equipment is properly used and cared for and that basic maintenance checks are carried out. Report all faults and defects to the responsible person as soon as possible.
- Ensure that personal protective clothing and equipment is used at all times.
- To ensure that all accidents, incidents and vandalism details are reported to supervisory staff as soon as possible.
- To participate in training initiatives and CPD courses as requested.
- Interact with residents and community groups to address concerns and promote environmental initiatives.
- To undertake any task commensurate with the role and at the request of the Manager's or Team Leader within Neighbourhood Services Department.

Common duties and responsibilities

- **Quality Assurance**
To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.
- **Communication**
To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role. Excellent communication skills in English, both written and verbal, are required to perform the duties of this role effectively.
- **Professional Practice**
To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.
- **Health and Safety**
Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.
- **Appraisal**
All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

- **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

- **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

	Essential	Desirable
Qualifications	• Full UK Driving License	• Relevant qualifications in horticulture, environmental management, or a related discipline.
Experience	• Experience in grounds maintenance, street cleaning, or a related field.	• Experience in local government or a similar environment. • Experience of promoting sustainability in the environment • Experience working in a community-focused environment, understanding the unique needs and preferences of local residents
Skills & Knowledge	• Ability to operate and maintain various tools and machinery. • Strong understanding of health and safety regulations.	
Personal Qualities	• Passion for working within this industry • Good communication and interpersonal skills. • Ability to work independently and as part of a team. • Physical fitness and the ability to perform manual labour.	• A positive and enthusiastic approach to work, contributing to a pleasant work environment.