

Environmental Cleansing Operative

Department	Recycling & Waste Resources
Pay Grade	G3
Responsible to	Environmental Services Manager

Role Purpose

To provide an efficient and effective service by managing the Street Scene operations to the agreed service levels and statutory obligations across the Horsham District. Ensuring that customer focused services are provided and carried out in a safe and appropriate manner in accordance with both health and safety guidelines and council procedures within the resources agreed.

Role Specific Responsibilities / Accountabilities

- To be responsible for carrying out litter-picking / collection duties within the Horsham District as required.
- To ensure that the work allocated is carried out within prescribed timescales and any issues are remedied and reported to the charge hand / supervisor, as required each day.
- As necessary. cover absence for operatives engaged on other service areas as and when required to ensure operational services are covered across the Horsham District.
- To be available to undertake duties outside of core working hours to support the statutory services across Horsham District Council.
- To drive a non-LGV vehicle in accordance with Horsham District Council's driving policy.
- To be responsible for, and to carry out the relevant vehicle maintenance checks in a safe and appropriate manner to ensure the vehicle is clean, safe to drive and in full working order.
- To be able to safely identify and dispose of hazardous waste which may be found in fly tips ensuring all health and safety and site instructions are adhered to.
- To ensure all equipment used is maintained and looked after and any issues are escalated to the charge hand / supervisor.
- To wear the correct Personal Protective Equipment (PPE) whilst adhering to Health & Safety Regulations, the Councils Safe Working Practices and any other required guidelines / procedures.
- To follow the guidelines and principles of Horsham District Councils policies and procedures.

- To attend regular Toolbox Talks and participate in all other training relevant to the role and as the council requires, ensuring all knowledge and skills are kept up to date.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.

Essential Criteria

- Current, full, clean, and valid Driving Licence with necessary qualifications to drive 3.5 tonne vehicles.
- Customer service skills.
- Able to follow verbal and written instructions and have a basic standard of education.
- Basic administration skills including reports, forms and timesheets and using computer systems where necessary.
- Ability to work as a team to deliver an efficient service on a day-to-day basis.
- Good attention to detail.
- Able to do physical manual handling work following correct manual handling procedures and able to walk long distances.
- To have or be willing to be trained in asbestos awareness and safe removal methods.
- Able to effectively demonstrate common courtesy skills in being able to communicate with others, including colleagues, internal and external customers and members of the public.
- To hold or be willing to be trained in the Lantra T1 qualification to work on the highway.
- Willing to be trained in the use of street cleansing equipment such as leaf blowers and hand operated sweepers or be willing to be trained in this.
- Knowledge of Health and Safety in relation to working activities ensuring all H&S guidelines are met and adhered to.

Desirable Criteria

- Experience of working in a similar role/ operational environment.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the council developing good working relationships to promote the interests and reputation of the council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies, and the council's constitution.
- Proactively seek opportunities to continuously improve ways of working and council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships

- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly