

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Public Open Space Operatives
SERVICE AREA	Commercial Services
SECTION	Public Open Space
POST NUMBER	LS187

MAIN PURPOSE OF JOB

To ensure that the day to day environmental standards are achieved and maintained around the Borough with specific regard to grounds maintenance, street cleansing and public convenience cleansing .

KEY AREAS

1. Ensure the quality of service is maintained in all areas and the standard of Streetscenes (grounds maintenance, street cleansing, public convenience cleansing etc.) work is carried out to site-specific standards.
 2. Ensure that all resources are used effectively and in compliance with relevant health & safety Legislation and guidance, operational procedures and manufacturer's guidelines.
 3. Ensure that all works are completed satisfactorily and to the relevant standards, ensuring the appropriate tools and equipment are used.
 4. Provide cover for other team members as and when required by the management team.
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MAIN DUTIES

1. Provide consistently high standards of service with emphasis on Streetscene issues (grounds maintenance, street cleansing, public convenience cleansing etc)
2. Undertake liaison with the local community groups, schools and general public.
3. Assist with the planning and development of one-off projects of small environmental improvements.
4. Act as an ambassador for the borough council in all areas of work / duties.
5. Ensure that vehicles, plant and equipment are used effectively, for authorised purposes and checked and maintained as per manufacturers / suppliers recommendations.
6. Maintain relevant documentation and records.
7. Ensure compliance with all relevant health & safety regulations / legislation.
8. Undertake any appropriate training to ensure that role is fully developed.
9. Be prepared to work in other areas of the borough dependant on operational commitments, including providing cover for special event, etc.
10. Undertake out of hours duties as required, including civil emergencies, and may be require working weekends, bank holidays and special events.
11. Any other duties relevant to the post.

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PERSONAL SPECIFICATION

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CRITERIA FOR THE SUCCESSFUL PERFORMANCE OF THE JOB

Knowledge

- Essential**
- A good general standard of education.
 - A good understanding of Health and Safety at Work Regulations
 - A full, clean driving licence is essential.
 - Experience of dealing with the general public

- Desirable
- Previous experience in similar work environment.

Skills

- Essential**
- Confident manner with dealing with the public
 - Ability to work unsupervised and effectively
 - Ability to perform a range of physical tasks including walking, climbing, bending, heavy lifting and operating gardening equipment on a day to day basis.
 - The ability to work to existing procedures / schedules.
 - The ability to prioritise work / duties.
 - The ability to work to a high standard and meet deadlines
 - The ability to communicate effectively at all levels.

Attitudes

- Essential**
- Able to work successfully as a team member
 - Adaptable approach to working hours, duties and location
 - Aware of the need for attention to detail in all aspects of work
 - Ability to complete duties within set timescales
 - Postive working attitude and approach to customer care
 - Ability to work using your own initiative
 - A commitment to a high standard of work.

There is a bar attached to this post at the mid point of PG12 – this will be removed when the following have been achieved:

1. NVQ II in Street Cleansing qualification
2. Demonstrate flexibility to carry out duties at the same grade across different services/sites/teams of the organisation
3. Achievement of met or above consistently for two years within the performance management scheme
4. Be able to work effectively as part of a team with the ability to work on both the Streets and Grounds teams as and when required.