

Environment & Regeneration Department –

Waste Services Operative (Refuse & Recycling)

Grade NTNSP Pay Band 1 – SCP 8 – 12 (£14,561 – £17,922) Commencing on point 8

Working as part of a team carrying out a range of street cleaning duties, you must be physically fit and be willing to work outdoors in all weathers.

Application packs for the above vacancy can be obtained from the HR Department on 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library.

The closing date for the receipt of completed applications is **5.00 pm, Friday, 6th May 2016.**

Miss K J Rice, Chief Executive, Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

MANUAL & CRAFT WORKERS Terms & Conditions
analogous to the PUBLIC SERVICE COMMISSION MANUAL & CRAFT
WORKER MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Waste Services
DESIGNATION	Waste Service's Operative
REPORTS TO	Assistant Waste Services Manager (Refuse & Recycling)
DURATION OF POST	Permanent Post
BASE	Service Centre, Ballacottier
HOURS OF DUTY	Normal hours of work – 37 hours per week Monday – Thursday 8.00 am – 12.00 m/d (½ hour lunch) 12.30 pm – 4.30 pm Friday 8.00 am – 1.00 pm

No overtime payments paid until 37 hours have been worked.

The postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Appropriate overtime rates, in accordance with the Public Service Commission Manual & Craft Worker Memorandum of Agreement 2015, will be paid for these duties.

TRANSFERS	All staff employed in the Waste Services Section will be interchangeable within and between services/contracts provided such duties are deemed to be within the competence of the employee.
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PERSONAL PROTECTIVE CLOTHING	Compulsory
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JOB PURPOSE

Work as part of the Team of Waste Services Section undertaking street cleaning duties on the streets highways footpaths shrub beds and public open spaces delivering high quality services in the Borough of Douglas. Assist in the maintenance and cleansing of a wide range of Council public places and open spaces, including yard duties and snow clearances, when required. Ensure all areas allocated are cleaned to the standard specified and provide excellent customer care in accordance with the Council's policy and procedures.

Assist with the duties connected with the removal of household industrial and commercial refuse and recycling from a variety of locations in the Borough (e.g., schools, shops, houses) and areas contracted to the Waste Services Section when required.

SUMMARY OF RESPONSIBILITIES OF THE POST

1. Undertake the full range of street cleaning functions incorporating manual and mechanical methods of operation ensuring standards of tidiness and cleanliness are met e.g., clean spillages, pick up litter, empty bins, remove graffiti, etc.
2. Assist with the delivery and implementation of a high quality waste and street cleaning service.
3. Remove and dispose safely litter detritus and waste materials at appropriate locations.
4. Deal with and safely dispose of hazardous substances and materials such as needles, dog dirt, dead animals / birds.
5. Operate cleansing equipment as required.
6. Remove weeds and apply weed spraying chemicals (training will be provided).
7. Assist in the safe manoeuvring of Waste Services vehicles acting as Banksman as and when required.
8. Ensure plant, machinery and equipment used is operated in accordance with the manufacturer's guidelines, reporting all faults immediately as set out in the Council's reporting procedures.
9. Ensure bin lifting and weighing gear is used in a proper and safe manner.
10. Deal with customers and colleagues openly and fairly at all times and promote mutual respect. Respond to customers' needs in a polite and efficient manner.
11. Work flexibly and as part of a team to ensure the effective and efficient delivery of street amenity work e.g., playgrounds, car parks, refuse collection, recycling collection, area cleansing, fly tipping and dumping, bulky household collections.

12. Total compliance with the Council's no-smoking policy.
13. At all times to adhere to and comply with the Council's Health and Safety Policy and the regulations of the Health & Safety at Work Act 1998 (as enacted on the Isle of Man) including Manual Handling, Risk Assessments and highway safety practices.
14. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
15. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
16. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self, members of the public and any other staff who may come into contact with any aspect of the Section. Ensure site safety requirements are observed at all times.
17. Participate fully in discussions relating to any changes deemed necessary to the job outline reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
18. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Waste Services Manager (SS & ECAS) / Senior Engineering & Waste Services Manager.

SKILLS REQUIRED	Essential	Desirable
Experience of refuse collection / street cleaning, recycling or other similar activity.		x
Experience of working outdoors in all weathers.		x
Physically fit, with the ability to lift and carry heavy weights on a frequent and repetitive basis and walk considerable distances.	X	
Basic literacy skills An awareness of Health & Safety legislation and its application in the workplace. Appreciation of safe manual handling techniques.	X X X	
Ability to work on own, under instruction and as part of a team.	X	
Ability to deal with customers and colleagues in a polite and courteous manner.	X	
Be flexible and willing to work across the various activities undertaken by the Waste Service Section and Interdepartmental when required.	X	
Willing to work out of hours, including Bank holidays, evenings and weekends when required.	X	
Full clean valid driving licence (training to obtain category C1 will be provided where necessary).		x

RESOURCES THE JOB OCCUPANT IS RESPONSIBLE FOR

Any equipment under the direct control of the employee for the duration of his / her control.

CONTACTS THE JOB OCCUPANT MIGHT ENCOUNTER

- Other local authority and government employees
- Members of the public

SUPERVISION

- Does not supervise any other employees.
- The job occupant must be able to work on own initiative.

HEALTH

Physically fit.

TRAINING

Training provided as is necessary.

SMOKING

Compliance with the Douglas Borough Council's Policies and Procedures.

Signed Post Holder _____ Date _____

Signed Line Manager _____ Date _____

Signed Chief Officer _____ Date _____