

Environment & Regeneration Department – Waste Services Operative (Street Scene & ECAS)

2 x 6 month LTC Waste Service's Operatives - Grade NTNSP Pay Band 1 – SCP 8 (£14,561 pro-rata)

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. A full clean valid driving licence would be advantageous.

Application packs for the above vacancies 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**

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Waste Services
DESIGNATION	Waste Service's Operative (Street Scene & ECAS) (Limited Term Contract until October 2016)
REPORTS TO	Assistant Waste Services Manager (Street Scene & Eastern Civic Amenity Site)
BASE	Service Centre, Ballacottier
GRADE	NTSP Pay Band 1
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 Manual & Craft Workers Terms & Conditions analogous to 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.

PERSONAL PROTECTIVE CLOTHING Compulsory

JOB PURPOSE

Primarily to work as part of the Team of Waste Services Operatives undertaking street cleaning duties on the streets highways footpaths shrub beds and public open spaces to deliver high quality services in the Borough of Douglas. Ensure all areas allocated are cleaned to the standard as specified. 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.

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

SUMMARY OF RESPONSIBILITIES OF THE POST

1. Undertake the full range of street cleaning functions incorporating manual and mechanical methods of operation to ensure that standards of tidiness and cleanliness are met e.g., clean spillages, pick up litter, empty bins, remove graffiti, report items which a lone person cannot physically move as well as litter bin defects, etc.
2. Remove and dispose safely litter detritus and waste materials at appropriate locations.
3. Deal with and safely dispose of hazardous substances and materials such as needles, dog dirt, dead animals / birds.
4. Operate the Glutton Vacuum unit and Chewing Gum Removal unit
5. Operate / drive light transport between work related tasks.
6. Undertake duties both manually and with the use of mechanical equipment as appropriate.
7. Remove weeds and apply weed spraying pesticides (training will be provided).
8. Assist in the safe manoeuvring of Waste Services vehicles acting as Banksman as and when required.
9. 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), which includes Manual Handling, Risk Assessments, highway safety practices and the wearing of Personal Protective Equipment. Ensure bin lifting and weighing gear is used in a proper and safe manner.
10. Ensure that 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.
11. Wear appropriate suitable protective and high visibility clothing as provided at all times.

12. Comply at all times with the Council absence reporting procedures ensuring the Assistant Waste Services Manager (SS & ECAS) is immediately advised on any occasion when ill-health prevents attendance at work.
13. Work flexibly to ensure that all Waste Management Services operate effectively and efficiently assisting other crew members, teams and supervisors to ensure the delivery of other street amenity work and any other duties as may from time to time be required by the Assistant Waste Services Manager (SS & ECAS) e.g., playgrounds, car parks, refuse collection, recycling collection, area cleansing, fly tipping and dumping, bulky household collections.
14. Work during all weathers and conditions including working in unfavourable and unpleasant environments, when necessary, with some exposure to very disagreeable elements.
15. 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.
16. Interdepartmental work as required / necessary.
17. Total compliance with the Council's no-smoking policy in vehicles and other buildings.
18. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.
19. Participate fully in discussions relating to any changes deemed necessary to the job description, 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.
20. Carry out such other duties up to similar level of responsibility that may be assigned to you by your line 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.	X	
An awareness of Health & Safety legislation and its application in the workplace.	X	
Appreciation of safe manual handling techniques.	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.	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 _____

Signed Line Manager _____

Signed Chief Officer _____

Date _____