

Lancaster City Council - Job Description

Job Title:	Public Realm Maintenance Operative	Grade:	GG57	Job Code:	LCC314
Service/Team:	Public Realm/ Cleansing / Grounds Maintenance	Role Type: *Delete as appropriate	FIXED	Reports to: *Title & LCC Code	Public Realm Supervisor (Grounds / Cleansing)

Job Summary

To work across the district to deliver an efficient and effective service by undertaking a wide range of grounds maintenance / street cleansing maintenance duties to the highest possible standard.

Direct Responsibilities

- Areas of work will include assisting with amenity grass cutting, litter management, graffiti removal, leaf clearance, chewing gum removal, cleaning up of spillages and washing of street furniture and signs, removal of dog faeces, hard landscaping, dyke management, street furniture, playground installation, weed growth and cultivating of the districts bedding areas.
- You will be required to drive mechanical sweepers, cage wagons, ability to tow a trailer and drive vehicles up to 7.5 tonnes and it will be expected that the post holder maintains a clear, current driving licence*.
- Undertake the emptying and replenishing of litter bins across the districts public open space to ensure facilities are free and available for public use.
- Tasks of the post will require the appropriate use of both manual and power tools, carts and vehicles and will involve mechanical sweepers, pedestrian and ride on lawn mowers. These will include, but not limited to, mowers, strimmer's, hedge cutters, chainsaws.
- In accordance with guidelines and with appropriate training, the post holder will be expected to oversee and action the safe removal and disposal of drug paraphernalia.
- To communicate in a polite, courteous and professional manner with members of the public, ensuring you are proactive when advising residents and visitors appropriately.
- You must take responsibility for the cleanliness of your work environment, ensuring any accidents or spillages are cleaned up accordingly.
- Undertake house clearances and disposal from council stock and/or private dwellings.
- Undertake and action seasonal snow clearance, gritting and de-icing in line with current procedure.
- Areas of public space will include, but are not limited to, beaches, streets, public parks and gardens, cemeteries, back alleys and boundaries.
- To assist in the set up / take down and stewarding of events on public open spaces as required.

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- To work with the parks community and volunteers across the park grounds as and when appropriate.
- Ensure all relevant records are accurately maintained using both digital systems and, where required, paper-based documentation. Utilise tablets or mobile devices to access work schedules, job details, and operational plans, and to complete and submit records in a timely manner. This includes, but is not limited to, fly-tipping reports, customer service requests, and vehicle maintenance checks.
- Complete and follow all Domestic GB driving rules. Ensuring all driving hours are logged appropriately by using your assigned tachograph card.
- Complete hazard report forms where necessary and ensure health and safety policies and procedures are adhered to at all times, including Hand Arm Vibration logs.
- To maintain an excellent standard of appearance and conduct as a representative of Lancaster City Council, wear the uniform and personal protective equipment provided to you during works time.
- To assist the grounds maintenance, street cleansing and waste & recycling team on related tasks as and when required in line with the business needs.
- To work outdoors all year around in inclement weather.
- Undertake other reasonable manual duties appropriate to the grade and experience of the post holder, adhering to manual handling good practice, as requested by the Public Realm Supervisor, Senior Officers and any reasonable requests by other office staff.

Primary Objectives

In line with the councils' ambitions the post holder will work towards the following objectives in the ambition of Clean, Green and safe Neighbourhoods.

- To ensure all our open spaces are clean, attractive and to assist in gaining an understanding of the different needs of our communities.
- Create a positive image for the district by improving and maintaining the cleanliness of our streets, focusing on litter, fly tipping, graffiti.

Primary tasks within the role that will help us achieve on the council ambitions:

- Areas of work will include assisting with amenity grass cutting, litter management, graffiti removal, leaf clearance, chewing gum removal, cleaning up of spillages and washing of street furniture and signs, removal of dog faeces, hard landscaping, dyke management, street furniture, playground installation, weed growth and cultivating of the districts bedding areas.
- To communicate in a polite, courteous and professional manner with members of the public, ensuring you are proactive when advising residents and visitors appropriately.

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- Ensure you maintain all relevant paperwork/record keeping and complete and return to the office in a timely manner for items such as, but not limited to, fly tipping forms, customer service request forms and vehicle maintenance checks.

Other Requirements

- Your normal hours of work are 37 hours per week, to be worked in accordance with a shift rota determined by the Council. The pattern of working hours shall vary between winter and summer periods and shall include evening working from April to September. You are required to work shift patterns that are necessary to meet the operational requirements of the service, working 5 days out of 7 including, evenings, weekends, and Bank Holidays.
- A requirement of this role is to take part in the service standby and call out rota. Due to the statutory requirement to maintain an effective out-of-hours emergency street cleansing service, you will be required to participate in this out of hours rota. The Council reserves the right to amend the frequency, structure, and allocation of the rota as necessary to ensure compliance with its statutory obligations and to meet operational needs.
- The Council's uniform and personal protective equipment must be worn at all times.

Person Specification

Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>Full, clean, current driving licence is essential. The post holder is required to have the ability to drive mechanical sweepers and cage wagons and other vehicles up to 7.5 tonnes – training will be provided.</p> <p>Current and updated CPC</p> <p>Experience in hard landscaping / construction</p>	<p>To hold a PA1 and PA6a certificate in herbicide application</p> <p>To hold a level 2, or equivalent in horticulture</p>	App Form, Interview, Certificate
Experience	Ability to undertake and successfully complete internal operational competency training on vehicles, including mechanical sweepers, vans, and trailers	n/a	App Form, Interview

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<p>Job Related Skills, Knowledge & Abilities</p>	<p>Good knowledge of the local area and work schedules, with the ability to consistently adhere to them.</p> <p>Confidence and ability to work independently, demonstrating efficiency, reliability, and integrity.</p> <p>Ability to read, understand, and follow written instructions accurately.</p> <p>Effective communication skills and the ability to work collaboratively as part of a team.</p> <p>Commitment to adhering to Health and Safety policies and procedures at all times.</p> <p>Physically able to carry out the duties of the role, including lifting weights of up to 20kg.</p> <p>Ability to make informed decisions in relation to daily tasks and provide clear feedback to line managers regarding resource needs or issues.</p>	<p>Previous experience operating similar vehicles (e.g. mechanical sweepers, vans, trailers).</p> <p>Familiarity with local routes, areas, or operational schedules.</p> <p>Experience in a similar role involving independent working and task management.</p>	<p>App Form, Interview</p>
<p>Personal Attributes Including Interpersonal & Communication Skills</p>	<p>The willingness/ability to work in all weather conditions.</p> <p>Demonstrate a clear understanding of the expectations of a frontline public service role, including representing the organisation positively, treating the public with respect and fairness, and</p>		<p>App Form, Interview</p>

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	adhering to the principles of public life in all duties		
Special Requirements/Other	To maintain an excellent standard of appearance and conduct as a representative of Lancaster City Council.		App Form, Interview

Additional information

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
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Manager Signature:		Print name:		Date:	
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