



Bridgwater Town Council



**STREET CLEANING
OPERATIVE**

RECRUITMENT PACK



Appointment of a Street Cleaning Operative x 2

(Full Time)

Salary Scale SCP: 5 to 9 (£24,790 to £26,409)

Plus Generous Local Government Average Salary Pension Scheme

Bridgwater Town Council is a progressive employer looking for a Street Cleaning Operative to carry out street cleaning activities on land owned and maintained by the Council and its clients that meets the expected standards of the Council including, litter picking, hand sweeping, bin emptying, fly tip removal and toilet cleaning, as well as other reasonable duties.

Other areas of day-to-day responsibility include, carrying out various tasks relating to street cleaning, ensuring footpaths and other hard surfaces are in a clean condition free of debris, and dealing with enquiries from members of the public in a courteous manner promoting a positive image that enhances the reputation of Bridgwater Town Council

Would you like to know more? To obtain an information pack with full details of the role and an application form, please visit our website www.bridgwater-tc.gov.uk/vacancies.

Completed application forms should be returned to hadmin@bridgwater-tc.gov.uk.

Closing date for applications is 9am on Monday, 9 December 2024

Please note CVs will not be considered

Interviews will be held on Wednesday, 18 December 2024

The job offer will be subject to satisfactory references.

If you would like to discuss this position, please contact the Council's HR department on 01278 427692



**Town Hall
High Street Bridgwater
Somerset
TA6 3AS
Tel: 01278 427692**

JOB DESCRIPTION

JOB TITLE:	Street Cleaning Operative
PLACE OF WORK:	Bridgwater
SALARY:	SCP Range 5 – 9 (£24,790 - £26,409 per annum), plus annual pay rise in accordance with NJC terms and conditions. Local Government Pension Scheme.
HOURS OF WORK:	Full time - 37 hours a week, there is a requirement for weekend work on a rota basis and/or a standby arrangement as required
LEAVE ENTITLEMENT:	23 days per annum, two statutory days plus public holidays (Plus 3 additional days after 5 years' service)
REPORTS TO:	Open Spaces Supervisor
SUPERVISORY RESPONSIBILITIES:	None

A Main Purpose of the Job

To carry out Street Cleaning activities on land owned and maintained by the Council and its clients that meets the expected standards of the Council. This includes litter picking, hand sweeping, bin emptying, fly tip removal and toilet cleaning, as well as other reasonable duties.

B Areas of Day-to-Day responsibility

- Carry out street cleaning within the town as directed by the Open Spaces Supervisor
- Supporting the Open Spaces Supervisor to maintain all Council owned sites to a high standard
- Support the Open Spaces team to undertake any other tasks as and when required

C Summary of Responsibilities and Duties of the Job

1. To carry out various tasks relating to Street Cleaning i.e. litter picking, sweeping, clearing faeces, removal of dead animals, clearance of bulk items and litter bin emptying.
2. To ensure footpaths and other hard surfaces are in a clean condition free of detritus, including snow and ice when applicable.
3. To carry out the removal of hazardous waste from public areas such as clinical/sharps as trained to do so.

4. Cleaning of roadside litter and waste bins in and around Bridgwater Town Centre.
5. To report to the Open Spaces Supervisor any environmental issues e.g. pot holes, damage to street furniture, vandalism, graffiti, fly tipping and fly posting, and to assist in the collection of evidence where enforcement might be necessary.
6. To deal with enquiries from members of the public in a courteous manner promoting a positive image that enhances the reputation of Bridgwater Town Council.
7. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.
8. Operate all tools and equipment in a safe and appropriate manner in accordance with manufacturers recommended instructions.
9. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
10. Maintain accurate and legible records including timesheets, tick sheets, vehicle and machinery defect report forms, pesticide application forms, incident forms etc.
11. To attend and contribute to staff meetings.
12. To complete all scheduled tasks with reasonable timeframes in an efficient and professional manner.
13. To work with colleagues to ensure high standards of maintenance are provided to areas under the Council's areas of responsibility.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly outdoor based in all weather conditions. The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

Bridgwater Town Council Values

To work in a way that embodies the Council's values: -

Adaptable	Forward thinking
Accept and work with change	We start with the end in mind
Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines, and challenges.	Initiative: We are proactive and use our creativity to identify and resolve problems.
Move out of our comfort zone and question how you do things.	Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income.
	Plan ahead – anticipate outcomes ahead of changes.

Work with others to meet joint challenges and reduce duplication.	Use new technologies and working practices to make service improvements and reduce costs.
People Orientated We are one team with common goals.	Integrity We are honest and open in all our dealings and deliver on our promises.
<p>Customer focussed: We understand and aim to meet our customers diverse needs, treating them fairly and with respect.</p> <p>Expertise: We recognise and value the differences, skills, knowledge, and experience of all in our team.</p> <p>Empowerment: We encourage team members to take initiative.</p> <p>Listen to improve: Engage with residents and staff- be seen, invite feedback and consult with them to inform our improvement plans.</p> <p>Always be approachable, calm, and respectful.</p> <p>Clearly communicate our decisions, without using jargon.</p>	<p>Accountable: We are accountable for our actions-admit mistakes, put them right and learn from them.</p> <p>We challenge poor or unfair practice and feedback.</p> <p>Keep personal data confidential and secure.</p> <p>Consistency: We ensure consistency and transparency in all we do</p> <p>Professionalism: We act professionally in challenging situations.</p>

Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Bridgwater Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

Environment / Sustainability

To support Bridgwater Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.

STREET CLEANING OPERATIVE

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>A basic level and understanding of literacy and numeracy.</p> <p>Commitment to further professional development where required.</p>	5 GCSE � grade C or above (including English and Maths) or equivalent NVQ or relevant experience.
Communication Skills	Good written and oral communication skills.	Ability to remain calm and act diplomatically when coming into contact with the public.
Knowledge and Experience	<p>Experience in a similar role.</p> <p>A good level of fitness to undertake the physically demanding work of this role.</p>	Experience or understanding of street cleaning.
Skills	<p>Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results.</p> <p>Ability to undertake different tasks in various locations from day-to-day.</p>	An ability to work under pressure with changing priorities and timescales.
Information Technology	IT literate with experience and practical ICT skills.	
Other	<p>A flexible approach to working and the ability to respond at short notice to a wide variety of tasks.</p> <p>Ability to work outdoors in all weathers.</p> <p>Have an enthusiastic, positive and proactive attitude and be forward thinking towards their work and the promotion of Bridgwater.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	Current Driving Licence

Terms & Conditions

Street Cleaning Operative

Salary: £24,790 - £26,409 dependent upon skills, experience, and qualifications.

Payment of salary: Paid monthly (25th) in arrears.

Probation period: The post is subject to a probationary period of 26 weeks. This may be ended earlier or extended following discussions with the Town Clerk and employee concerned.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Membership of the Somerset Local Government Pension Scheme.

Hours: 37 hours per week. Council meetings are currently held on weekday evenings with Committees during the day. Please note an internal review is under way on the timing of meetings. Some evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: The post is subject to two satisfactory references – one from your current employer and a previous employer or professional reference.

Place of work: The post is based at the Council offices in the Town Hall, Bridgwater.

Leave entitlement: Your holiday entitlement is 23 days per annum, plus the 8 normal bank/public holidays. Annual leave entitlement increases, in recognition of length of service to 26 days after five years continuous service. In addition to the above, you are entitled to 2 extra statutory leave days to be taken as determined by the Council. The holiday year is 1 April to 31 March. Holiday entitlement is pro rata for part time employees. Continuous service of holiday and sickness entitlement will be recognised if transferring within 4 weeks of end of employment from another local authority.

Benefits Package: Bridgwater Town Council operates a salary sacrifice scheme for electric vehicles, and a cycle to work salary sacrifice scheme. You may be eligible for these schemes, after your probation schemes ends.