

## **JOB DESCRIPTION**

<b>DESIGNATION:</b>	Stores & Cleansing Driver/Operative
<b>SECTION:</b>	Street Scene & Leisure Services
<b>LOCATION:</b>	Barleylands Depot
<b>PAY BAND:</b>	Band 4

All posts currently covered by National Joint Council {NJC} conditions of service.

The Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board and Vulnerable Adult Board guidance. This will help to minimise the risks to vulnerable groups, including children, and to ensure that the Council safeguards the health and well-being of its Service Users. Please note that the Council applies a robust recruitment vetting process.

### **MAIN TASKS**

The post holder will undertake toilet cleaning and cleansing work in addition to delivery of stores within the Basildon Borough. To assist the Stores Team with the efficient and effective operation of the stores at Barleylands Depot. The postholder will also be required to drive and operate various vehicles and items of plant and equipment.

### **DUTIES**

1. General cleansing of the District, including formal public parks and open spaces, which will include cleaning leaves, litter and debris. This will include litter picking and manual sweeping if necessary, from all hard and soft surfaces, including the removal of dumped items.
2. To undertake building cleaning duties including the toilets.
3. The use of powered hand tools and light plant.
4. To undertake driving duties as directed, which may include Transit type trucks including trailers and various items of mechanical sweeping equipment. At such times the employee will be responsible for the allocated vehicle or equipment including undertaking vehicle checks and minor routine maintenance operations.
5. To collect and check materials from Central stores and deliver to all establishments within the borough as required.
6. Complete appropriate documentation, including time-sheets and obtaining signatures for materials delivered.
7. To issue stock as required

8. To be responsible for certifying the completion of the days work and completing the daily vehicle defect sheet.
9. Liaising with the public over any queries arising from the operational services.
10. To assist the councils stocktaker in the stocktaking process.
11. During ice and snow periods Operatives may be employed on snow clearing or salting of pavements in the borough.
12. To undertake all duties within the framework of equal opportunities.
13. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
14. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

#### **ADDITIONAL INFORMATION**

**RESPONSIBLE TO:** Business Support &Stores Manager

**RESPONSIBLE FOR:** N/A

## **PERSON SPECIFICATION**

Position Title:	Stores & Cleansing Driver/Operative	Date Prepared:	April 2011
Section:	Street Scene & Leisure Services	Pay Band:	Band 4

AF = Application Form	I = Interview	T = Test	
Person Specification	Essential	Desirable	Method of Assessment
1.1 Experience of manual outdoor work	√		AF/I
1.2 Protective clothing is provided and must be worn.	√		AF/I
1.3. Full manual driving licence Please note that adaptations to the Council's vehicle being used would be considered in line with the Equalities Act 2010)	√		AF/I
<b>SPECIAL ABILITIES/COMPETENCIES</b>			
2.1 Ability to undertake heaving lifting bending, walking and carrying duties	√		AF/I
2.2 Ability to work individually or as part of a team	√		AF/I
2.3 Good communications skills	√		AF/I
2.4 Ability to work outside in all weathers	√		AF/I
2.5 Ability to complete necessary paperwork accurately	√		AF/I
2.6 Motivated and able to work unsupervised	√		AF/I
2.7 Demonstrated commitment to providing a high standard of work	√		AF/I