Recruitment information

Job description and person specification

Your title	Street Works Operative
DBS check	Basic
Post number	PRN0000148
Your team	Customer Operations and Transformation
You would be based	Esher, Civic Centre
Your line manager	Environment Officer

Elmbridge Borough Council
... bridging the communities ...

About the role

In this role you will be working within the Parking Services team at Elmbridge Borough Council. The team is committed to supporting residents and local businesses by providing accessible, safe and affordable car parks throughout the borough, allowing our high streets to thrive, and residents and visitors to enjoy all this area has to offer.

The Street Smart team carry out work around the borough to enhance the streetscene and support our local residents and businesses by improving the appearance of the car parks and streets.

The main purpose of the role:

You will work with the Environment Officer and be pivotal to providing maintenance and improvement works across Elmbridge.

You will help install and maintain street furniture in a good condition and appearance and contribute towards a high-quality street scene, as well as assisting with green cutbacks.

Specific duties and responsibilities

1. To undertake minor maintenance and improvement work including:
    - The installation, removal, repair or replacement of litterbins, benches, and other items of street furniture
    - The manual removal and or chemical treatment of weeds
    - The installation, removal and maintenance of signs, posts, and minor repairs to road surfacing.
    - The repair, repainting and general maintenance of posts, bollards, barriers, and fences etc.
    - The cutting back and general clearance of plants, shrubs and low hanging branches along public footpaths and pavements.
    - Graffiti removal
    - Removal of fly-posters or illegal signs or furniture
    - General maintenance of greenery
    -
2. To assist in dealing with the response to river flooding including: To provide assistance to vulnerable homeowners whose properties are considered to be at risk of flooding during a flooding incident. To assist with the delivery and placement of sandbags

3. To operate power tools and motorised equipment whilst carrying out duties in accordance with training and safety procedures.
4. To assist the Environment Officer with the temporary road closures for minor street parties, processions etc
5. Work with the Environment Officer to deliver an efficient, effective, and economic service.
6. To assist with winter gritting arrangements of the Councils Car Parks and other areas as required.
7. To assist with the movement / placement of furniture / equipment to car parks for events e.g., Mobile offices, lavatories for Election Stations being held in Car Parks and managing the closure of the car parks.
8. Make suggestions for developing any improvements to the service.
9. To carry out all duties in accordance with relevant legislation, Council policies, procedures, and standards
10. Identify and report any potential risks.
11. To maintain the cleanliness and appearance of the vehicle and equipment to a high standard and undertake daily/periodic checks as required.
12. Undertake any other duties determined by the Parking Operations Manager and the Environment Officer as appropriate.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We always expect the highest standards of conduct from our employees, and you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your application form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic

or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Title: Street Works Operative **Post No: PRN0000148**

Team: Customer Operations **Hours: 36**

Salary: Salary: S4-S6 (£31,084 – £39,166) **Car Allowance: N/A**

Key requirements	**Desirable/ essential**	**To be tested by: Application (A) Test (T) Interview (I)**
Qualifications and Education		
1. Driving Licence “B” Class	E	A
2 Educated to GSCE or equivalent	D	A
3 Streetworks Qualification	D	A

Experience			
4	Experience of general maintenance works	E	A, I
5	All aspects of minor street scene maintenance, construction works and installation of street furniture	D	A, I
6	Commercial gardening / greenery cut backs and power tools	D	A, I

Knowledge, skills and abilities			
7	Read plans, measure completed work and keep accurate records on work carried out	E	A, I
8	Strong verbal and written communication skills	E	A, I
9	Good organisation and planning skills	E	A, I
10	Effective problem solving	E	A, I
11	Contributes to effective teamwork	E	A, I
12	Able to work using own initiative, and organise own workload	E	A, I
13	Commitment to high standards	E	A, I
14	Knowledge of river flooding	D	A, I
15	Knowledge of health and safety legislation / regulations such as Health and Safety at Work Act COSHH	D	A, I

Special requirements			
16	Flexible approach to working patterns to include working within the teams set hours which are typically between 07:30 and 16:00.	E	A, I
17	Access to a vehicle suitable to undertake duties	D	A, I
18	May be required to work in adverse weather conditions that may include working out of normal working hours and at weekends	E	A, I
19	Willingness to apply for Basic DBS. This will be obtained after the post is offered	E	