JOB PROFILE

Post Title: **Cleansing Operative**

Post Number: **Generic**

OUTLINE OF DUTIES

To assist in providing the Council's Cleansing Service (refuse collection, street cleansing, recycling, public conveniences and grounds maintenance) to the public of Shetland and helping to keep Shetland clean and tidy.

- To undertake, either individually or as a member of a team, duties concerned with the sweeping, collection and removal of litter, dirt, leaves and weeds, etc, from public spaces (including roads, pavements and shopping areas) and including the emptying of litter receptacles. These duties will require the use and operation of a range of associated tools, equipment, machines and vehicles, including pedestrian - controlled (powered) equipment.

- Repair of wheelie, litter and dog bins using a range of power tools and equipment

- To ensure the best operational relationship between the service provided and members of the public and that conduct is in accordance with the Council's standards. To deal with members of the public in a courteous and polite manner.

- To complete correctly associated paperwork regarding street cleansing, vehicle operations, collections made, refuse removed, etc.

- To work outside during all weathers and in all conditions; the job involves dealing with odorous and/or noxious materials.

- To undergo any training or medical examination to ensure that the standards of performance required are maintained.

- To be able to work Saturdays, Sundays and public holidays as and when required.

- To occasionally undertake duties in all other areas of Cleansing Services as and when required eg. to cover staff sickness or absence. This may include refuse collection, street cleansing, recycling, public toilets, and grounds maintenance.

This post is based at Gremista Depot, Lerwick, but the postholder may be required to move their base to any other location within the Council at a future date.

PERSON SPECIFICATION

Post Title: **Cleansing Operative**

Post Number: **Generic**

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	**DESIRABLE**
Personal Features / Qualities	Self-disciplined and able to work to deadlines	Reliable and dependable
	Able to work on own and / or part of a team	Flexible and adaptable
	Physically fit	Courteous and polite manner towards members of the public and represent the Council in a professional and competent manner
	Able to work outside in all weathers and in all conditions	Due regard to customer care and sensitive to customer needs
	Able to work all over Shetland	
	Able to work varied hours including outside of normal hours when required	
Relevant Experience	Lifting and carrying of, and walking with, large and / or heavy loads	Driving vehicles and operating plant

		Working with odorous and / or noxious materials
		Working with members of public
Education	Basic reading, writing and numeracy skills	
Skills, abilities and knowledge	Full current clean driving licence	LGV truck licence
	Organise own workload and work with minimal supervision	Knowledge of Health and Safety at Work Act and manual handling operations
	Use and operation of tools, equipment, machines and vehicles	Able to complete and maintain accurate records
		Knowledge of Shetland's roads
		Basic D.I.Y skills

Allowances: Distant Islands Allowance
Evaluated Grade: D
Date of Evaluation: 30/03/2010

PVG Membership:-
Disclosure Check:-
Date of Last Amendment: 28/10/2022