



## JOB DESCRIPTION/PERSON SPECIFICATION

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| <b>Post:</b>            | <b>PUBLIC REALM OPERATIVE</b>                        |
| <b>Post No:</b>         | <b>FTC17, FTC18, FTC19, FTC20</b>                    |
| <b>Responsible to:</b>  | <b>Public Realm Supervisor and Amenities Officer</b> |
| <b>Responsible for:</b> | <b>n/a</b>                                           |

### Job Purpose

1. To maintain and enhance the public realm of the Town.
2. To undertake a range of maintenance and cleansing activities to public open spaces, horticultural features, highway verges, car parks, formal parks, bus shelters, sporting facilities, play areas and other public realm areas including streets and rights of way.

*NB. In the event of any of these posts being occupied by a trainee, (FTC 20) the person must be willing to be trained in these activities and undertake under supervision, the tasks set out below. The Person Specification will all be desirable and the post-holder will be trained to gain these competencies.*

### Main Responsibilities

1. To work flexibly within the Public Realm Team to ensure service standards are achieved. Each operative will be expected to exhibit a reasonable degree of self-management to ensure tasks are completed efficiently, effectively and safely, advising and supporting colleagues as necessary.
2. To be responsible for a range of skilled and unskilled tasks involved in the maintenance of public realm features. Each operative will have "core team tasks", but be expected to carry out other work within their capability or to support others and to undertake training as necessary.
3. To have an "eyes open" approach around the Town and report highway issues such as uneven paving, damaged traffic bollards and littered areas or fly tipping to your Supervisor for alerting Central Bedfordshire Council as well as street lights out for notification to either the Town Council's contractor or Central Bedfordshire Council.
4. To competently undertake a variety of horticultural and grounds maintenance activities including grass mowing, planting, leaf clearance, strimming, litter picking, weeding, hedge cutting and minor tree works through the proper use of manual, chemical and mechanical methods.
5. To undertake detailed cleaning of litter or dog fouling in public areas to build on the statutory role of the Council and to raise local standards.
6. Driving, operating and maintaining the full range of vehicles, plant and equipment provided for the service, which you are qualified or trained to use, in a safe and efficient manner.
7. To support environmental or community initiatives by the Council or its partners, such as floral displays.
8. Safe application of pesticides/herbicides where qualified.
9. To assist and encourage individuals and voluntary/ community groups in protecting and enhancing the local environment and heritage. To support voluntary Clean Teams within the Town.
10. Communicate & liaise with the public, partners, stakeholders and other staff in a positive way.
11. To maintain all relevant work records and documentation to ensure compliance with procedures, policy and safety standards.
12. To provide support for the operation of any of the Council's other services or facilities, as necessary.
13. To support outdoor events promoted by the Council or one of its partners.

14. To promote the principles of customer care, equality, quality management and good health and safety standards.
15. Operatives may be required to undertake additional training to enable them to take a lead on specific aspects of the work, for which a reward scheme is in place.
16. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

## PERSON SPECIFICATION

E = Essential  
D = Desirable

| FACTOR                   | REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | METHOD OF ASSESSMENT                                                                                                                                                                                                                                           |
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| <b>QUALIFICATIONS</b>    | D City & Guilds or the equivalent NVQ2.<br>D To hold a First Aid Certificate & have had Fire Warden Training<br>D NPTC in Pesticide Application<br>D Chapter 8 training, Safe Working on the Highways<br>D Certificate in chainsaw operation                                                                                                                                                                                                                                                                                                                                                                                                                                         | Application Form<br>Application Form<br>Application Form<br>Application Form<br>Application Form                                                                                                                                                               |
| <b>EXPERIENCE</b>        | E Experience in horticulture, grounds maintenance or street cleansing with a good knowledge of operational techniques.<br>D Experience in the operation of mechanical sweepers.<br>D Experience/qualifications in operating pedestrian and ride on mowers and other grounds maintenance plant and equipment.<br>D Experience of working on or near the highway.<br>E Experience of working on own initiative and prioritising work with minimum supervision.<br>D Experience in the basic operators' maintenance of plant and equipment.<br>E Experience in the partnership working within the public or voluntary sector.<br>D Experience of Microsoft Office or other relevant IT. | Application Form and Interview<br>Application Form and Interview<br>Application Form and Interview<br>Application Form and Interview<br>Application Form and Interview<br>Application Form and interview<br>Application Form and Interview<br>Application Form |
| <b>KNOWLEDGE/ SKILLS</b> | D A knowledge of grounds maintenance, horticulture and street cleansing operations.<br>D An understanding of health and safety legislation and good practice in respect of public realm services.<br>E Ability to interpret and act on written instructions.<br>D Good written and verbal communication skills.<br>D Ability to work on own initiative or as part of a team.<br>E Ability to organise own workload with minimum supervision.                                                                                                                                                                                                                                         | Application Form and Interview<br>Application Form and Interview<br>Application Form And interview<br>Application Form and Interview<br>Interview<br>Application Form and Interview                                                                            |
| <b>OTHER</b>             | E Ability to work flexibly to maintain deadlines.<br>E Commitment to customer care, equal opportunity in employment and service delivery and to good safety standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Application Form and Interview<br>Application Form and Interview                                                                                                                                                                                               |

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|  | <p>E Dedication to the raising of standards in the public realm.</p> <p>E Willingness to work outside normal hours and to undertake training</p> <p>D Current Driving Licence, including Category C</p> | <p>Interview</p> <p>Interview</p> <p>Application</p> |
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