

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Communities, Environment and Central**

POSTHOLDER **Street Cleansing Team Leader**

SECTION **Street Services**

GRADE Scale 4

POST DESIGNATION **Street Cleansing Team Leader**

Purpose of Job:

To be responsible to the Operational Supervisor To:

- i) Support and lead a team of Street Cleansing Operatives (SCO) carrying out a range of duties, as instructed to clean and maintain public roads, public open spaces, car parks, carriageways/fast roads, and town centres through lone or team working.
- ii) provide a clean, safe, and secure Environment for the borough's residents, Businesses, and visitors.
- iii) Take personal responsibility for ensuring that the quality of service provided meets the expected standards and delivers the service objectives.
- iv) To be a reversing assistant as and when required

Main Duties:

- 1) To work between the hours of 06:00 and 20:00 Monday to Friday. The post holder will also be required to periodically work weekends and bank holidays in accordance with a pre-published rota to meet the requirements of the service on a contractual overtime basis as directed by their Operational Supervisor.
- 2) To carry out all driving duties ensuring a high standard in compliance with FORS and O-licence regulations and complying with all UK driving laws.
- 3) To undertake daily walk-around checks of vehicles up to 7.5 tonnes gross vehicle weight, ensuring that the vehicle is and remains roadworthy before and whilst out on the public highway and report any driver-reportable defects via the agreed corporate fleet management process and the Operational Supervisor. To ensure that all safety-related equipment is functional.

- 4) To keep the vehicles clean and tidy.
- 5) To complete all required documents and forms as the service dictates, ensuring that Tachographs or drivers logbooks are properly utilised/completed daily and handed in/downloaded on a weekly basis.
- 6) To ensure that vehicles are operated within all relevant driver's hours regulations, whether under GB Domestic Rules or EU rules, as directed by the Operational Supervisor and the Council's Transport Managers.
- 7) To maintain a valid C1 UK driving licence, valid CPC, and tachograph card.
- 8) To follow all specific health and safety responsibilities in respect of their working methods. Including wearing full corporate uniform and Personal Protective Equipment (PPE), being aware of all corporate and service specific health and safety procedures and instructions and reporting any emergency situations to your Operational Supervisor.
- 9) To follow the allocated work schedule issued to them by the Operational Supervisor using the work issued mobile phone/handheld devices and the services Environmental Management System (EMS), reporting any work system failures to the Operational Supervisor immediately.
- 10) To visit and support the Street Cleansing Operatives by making sure that work is being carried out to the expected standard and that any paperwork relevant to the service delivery is returned to the Operational Supervisor including time sheets, stores requests and that requested stores items are collected and allocated as instructed by the Operational Supervisor.
- 11) To ensure that all work is carried out in a safe and professional manner for the post holder, work colleagues and the public. Reporting any accidents, incidents, dangerous occurrences or near misses to the Operational Supervisor.
- 12) To report and be present at the designated place of work during shift hours report any absences to the Operational Supervisor immediately, making sure that you are contactable via phone, mobile devices, and other forms of electronic communication, such as apps and email.
- 13) To clean and maintain the public highway, external contracted locations/areas by removing fly tipping, fly posting, graffiti, dead animals, drug litter, leaf fall, litter, detritus, spillages, weeds, waste and faeces from grassed areas, shrubs, pavements, carriageways, paths, centre reservation, traffic islands and Town Centres.
- 14) To remove and separate recyclable litter from non-recyclable litter and collecting separated sweepers bags from set collection points, disposing of them at the appropriate waste disposal site as instructed by the Operational Supervisor.
- 15) To assist with the identification and gathering of evidence of enviro-crime, reporting any fly tipping and antisocial behaviour (ASB) including criminal damage and fly tipping hot spots under the guidance of the Operational Supervisor.

- 16) To salt/grit as instructed by the Operational Supervisor to reduce risk of freezing to steps, hills, pavements, and pathways removing snow and ice as necessary as part of the services winter snow plan.
- 17) To clean and maintain town centres, market compounds, car park's and industrial areas including the emptying of street litter bins, removal of litter and detritus and the manoeuvring and placement of euro bins as instructed by the Operational Supervisor.
- 18) To provide members of the public with a high standard of customer service always being courteous and professional while projecting a good public image of both the service and the Council, providing local knowledge, advice, help and assistance when required.
- 19) To be trained and responsible for the safe keeping, correct use and basic maintenance of all materials, machinery, vehicles, and equipment provided, ensuring that you have the correct tools and equipment required to carry out your scheduled/specialist work.
- 20) To receive training and be expected to use electronic devices and apps such as mobile devices, cameras, email, paper/ electronic consignment notes and the services Environmental Management System (EMS) to close scheduled work, complete electronic forms, and report repairs and ASB issues to your Operational Supervisor.
- 21) To undertake and put into practice all training provided. This includes inductions, FORS, toolbox talks, customer service, reversing assistant, manual handling, equality, diversity and inclusion and any other training required for the role that the service dictates.
- 22) To undertake any other work appropriate to the level and general nature of the post's duties, including undertaking waste collection duties should the need arise.
- 23) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 24) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities Customer Care policies and codes of conduct.
- 25) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 26) This post does not require a DBS.
- 27) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-Holder normally reports to:
Operational Supervisor

