



JOB DESCRIPTION

POST: Operations Team leader

DEPARTMENT: Public Realm

REPORTING TO: Operations Officer

RESPONSIBLE FOR:

Day to day work programming for Street Cleansing and Grounds Maintenance Operatives

GRADE: 5 (NJE)

MAIN JOB PURPOSE:

- To monitor quality control grounds maintenance and street cleansing on a routine basis and to address issues that may arise to achieve consistent standards.
- To directly deliver a range of grounds maintenance and street cleansing services of a practical and physically demanding nature to the public. This will include use of specialised vehicles, machinery and equipment.
- To work collaboratively and flexibly with colleagues in other operational delivery teams to fulfil the corporate priorities of Mid Suffolk and Babergh Councils.
- To plan, organise and distribute the work of the Grounds Maintenance and Street Cleansing teams and ensure that due consideration is given to health and safety during all grounds and streets operations.

DUTIES AND RESPONSIBILITIES:

- Works with others to provide a service to maintain the grounds of open spaces, playing fields, shrub beds, trees, hedges, ditching and grassland
- Works with others to provide a street cleansing service across the joint district
- Complete weekly uniform and vehicle checks for all grounds maintenance and street cleansing team members

- Undertake health and safety, uniform and vehicle spot checks among colleagues in the grounds maintenance and street cleansing teams to ensure that satisfactory standards are maintained.
- Daily supervision of the grounds maintenance and street cleansing teams
- Provide on the job training in health and safety practices and procedures and other work-related tasks to colleagues in the grounds maintenance and street cleansing teams.
- Ensure that all vehicles (and other equipment) are serviced and MOT'd on the due date and that appropriate fleet cover is in place in the absence of the Operations Officer.
- Any other duties of a similar nature which may be required.
- The post holder will work in close association with colleagues in the Public Realm and Waste teams and also with people from other teams and services across the councils.
- The post holder will work in collaboration with other external organisations ie Stowmarket town council staff.

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

REQUIREMENTS

MEASURED BY:

I Interview

T/P Test/Presentation

(Academic, vocational/professional and other training)

- A/I

A/I

A/I

A/I

(e.g. report writing, office experience, Microsoft office)

- A/V/T

A/I/T

A/I/T

A/I/T

A/I/T

A/I/T

A/I/T

A/I/T

A/I/T

SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<ul style="list-style-type: none"> Ensures that all operational activities of self and others are completed to comply with health and safety requirements Ability to make day-to-day decisions about own workload and that of others Ability to deal with varied problems and issues independently referring to Manager only in extreme circumstances. Ability to undertake physically demanding tasks ie tree works, moving equipment on and off trailers, emptying dog and litter bins, lifting equipment. Works co-operatively within a team and also with people from other teams and services and has a flexible approach to work in terms of being prepared to pick up work outside of own specialism or what is familiar to help out in emergencies or provide cover for others Able to use training and persuasion skills to influence or train others. Will need to exchange information with Officers from other teams, external agencies and companies and at times Members. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.	We care about delivering high quality, customer-focused outcomes with our communities and partners.	We are open, transparent and truthful.	We take pride in our work and take responsibility for our actions.	We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.
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