



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Neighbourhood Operative

**Job Number:** C6715D

**Service:** Streetscene & Greenspace

**Grade:** 2

**Location:** City Centre/City Wide

**Job Purpose:**

Within a specified neighbourhood of the City, maintain and improve the cleanliness of streets and public spaces on a day to day basis ensuring that service standards are met at all times.

**Main Duties and Responsibilities:**

Sweep, collect and remove litter, dirt, leaves, weeds, vomit, broken glass, excrement, dead animals etc. from public spaces such as roads, pavements, grassed areas, shopping precincts, subways, steps, litter bins, etc.

1. Sweep, collect and remove litter, debris, dirt, leaves, weeds, vomit, broken glass, excrement, dead animals etc. from public spaces such as roads, pavements, grassed areas, shopping precincts, subways, steps, litter bins, etc
  2. Load litter into the relevant vehicle or barrow, etc.
  3. Undertake snow clearance and gritting of public spaces, as directed.
  4. Take action as directed at road traffic accidents.
  5. Remove small scale graffiti, fly posting and fly tipping.
  6. Inform the supervisor of any safety issues on site or any issues requiring attention by the cleansing and grounds service.
  7. Respond to any small scale street cleansing requests that emerge during the daily round.
  8. Assist crews with street cleansing duties as and when required.
  9. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** No other employee

**Responsible to:** Supervisor

**Date Reviewed:** May 2020

**Updated:**



Coventry City Council

## Person Specification

<b>Job Title:</b>	Neighbourhood Operative	<b>Job Number:</b>	C6715D
<b>Service:</b>	Streetscene & Greenspace	<b>Grade:</b>	2
<b>Location:</b>	City Centre/City Wide		

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Basic Health and Safety Principles.</li><li>• Basic environmental understanding and appreciation</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to walk long distances on a daily basis.</li><li>• Able to undertake manual work, including sweeping, cleaning, lifting and digging.</li><li>• Able to deal with all members of the community in a polite and courteous manner.</li><li>• Able to work as part of a team.</li><li>• Able to work alone and on own initiative, without direct supervision.</li><li>• Able to follow verbal and written instructions.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Dealing with the general public.</li></ul>
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<b>Educational:</b>	
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Able to work outdoors in most weathers</li><li>• Willingness to undertake appropriate training and develop skills and knowledge</li><li>• Able to work flexibly across any shift if necessary.</li></ul>
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**Date Reviewed:** May 2020

**Updated:**



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