

JOB DESCRIPTION

JOB TITLE:	Environmental Services Officer
DIRECTORATE:	Leisure, Culture and Community Wellbeing
JOB EVALUATION NUMBER:	A13030
BAND:	5
RESPONSIBLE TO:	Team leader
RESPONSIBLE FOR:	None
MAIN PURPOSE OF POST:	To work as part of a team to provide a high-quality environmental maintenance service including both planned and reactive work for all aspects of street cleansing and grounds maintenance works across the public realm.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Undertake all environmental maintenance tasks, both street cleansing and grounds maintenance either individually or as a member of a team as identified within Environmental Services operational plans, in accordance with service standards. Example tasks include but not limited to; <ul style="list-style-type: none"> • Litter picking • Empty public bins • Hand sweeping • Weed removal • Graffiti removal • Spillage clearance (including bodily fluids) • Horticultural planting • Minor arboricultural tasks • Playground maintenance
2.	Use the full range of operational plant and machinery including: grass cutting ride on and pedestrian mowers, drive vehicles both with and without trailers as required and be able to operate with training a full range of hand tools and powered self propelled horticultural and cleansing plant, using equipment as instructed and trained
3.	When appropriately trained, carry out line marking on surfaces including; football pitches and cricket grounds
4.	To support winter maintenance operations as required including manual salt spreading and snow / ice clearance
5.	To ensure that all work undertaken on site is delivered to a high quality standard

6.	Ensure all tasks are undertaken in a safe and proper manner and wear the appropriate personal protective clothing and equipment at all times
7.	To report any plant associated equipment defects immediately. To inform management of any health and safety issues which could place individuals in danger
8.	Work with other teams and share best practice across the council
9.	To support a variety of events, community engagement and outdoor activities in council parks and open spaces as directed by your line manager in a manner that will be safe for all involved and will positively promote the reputation of the council.
10.	Provide polite signposting information and/or assistance to the public as required.
11.	Carry out other duties appropriate to the grading of the post as required.
12.	

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES
Please note: This post may involve the clearance of materials that are unpleasant. For example bodily fluids, faeces both human and animal, dead animals, and drugs litter.	

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive, and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Environmental Services Officer
DIRECTORATE:	Leisure, Culture and Community Wellbeing
JOB EVALUATION NUMBER:	A13030
DATE:	May 2022

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Enhanced practical skills in one or more of the following areas Amenity Horticulture Street cleansing Grounds maintenance Arboriculture	Application Form
Ability to work on own initiative and work effectively as part of a team.	Application Form
A working knowledge of, and the ability to use and maintain, machinery and light plant.	Application Form
The ability to actively and positively engage with greenspace users, partners and colleagues.	Application Form
Ability to undertake tasks that require sustained physical activity.	Application Form
The ability to deal effectively with anti-social behaviour and encourage safe and appropriate use of facilities.	Application Form
Knowledge and identification of common flora, trees and shrubs.	Application Form
The ability to positively contribute to task planning.	Application Form

Ability to communicate in an effective manner and interpret plans and specifications	Application Form
Understanding of personal responsibility to ensure health and safety at work..	Application Form
Ability to acquire and apply new skills and knowledge through work experience and formal training.	Application Form

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Basic knowledge of legislation applicable to parks and wildlife and/or street cleansing.	interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience working in a similar role	Application Form

Desirable

Desirable experience	Assessment method
Use of small streetscene/grounds maintenance/horticultural machinery	Application Form
Experience of positively working with and engaging the public	Application Form

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Level 2 qualification in a related subject (e.g NVQ 2 in Horticulture)	certificates
Full UK driving licence	licence

Basic 1 st aid at work certification (or willing to obtain)	certificate
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Desirable

Desirable qualifications	Assessment method
Any recognised certification for the use of tractor/mower/light plant	certificate
Spraying certificates PA1&6	certificate
B&E trailer towing licence or pre-1997 exemption	licence
NPTC chainsaw certificate	certificate

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 1

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

Changing and improving

Level: 1

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

Making effective decisions

Level: 1

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

Leading and communicating

Level: 1

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

Collaborating and partnering

Level: 1

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

Developing self and others

Level: 1

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

Delivering value for money

Level: 1

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Managing a quality service

Level: 1

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

Delivering at pace

Level: 1

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.