

JOB DESCRIPTION

Department:	Executive's Directors
Division:	Environment – Operations
Post No & Job Title:	Senior Refuse and Street Cleansing Team Leader
Grade:	Grade 8
Responsible to:	Refuse and Street Cleansing Manager
Responsible for:	Team Leaders and first line operational staff
Job Objective:	To provide support and assistance for the Refuse and Cleansing Manager ensuring the efficient and effective delivery of the Street Cleansing and Refuse Collection services

Main Duties and Responsibilities

1. Provide direct operational support for the Refuse and Street Cleansing services.
2. Assist the Refuse and Cleansing Manager with the supervision of staff delivering the cleansing and refuse services.
3. In conjunction with the Refuse and Cleansing Manager plan the section's work programme. This involves the identification of labour, plant and material resource requirements and the organisation of temporary cover through the resources of agency labour and contractors.
4. Liaise with the Refuse and Cleansing Manager with regards to short term changes to the planned maintenance programme relating to allocation of associated resources including operatives, sub-contractors, vehicles, plant and materials.
5. Investigate and resolve customer enquiries and complaints using all mediums of communication. Report findings and results of any controversial or contentious complaints to the Operations Manager.
6. Assist in the planning and recording of staff annual leave and attendance management ensuring sufficient labour resource is available to meet planned workloads.
7. Assist the Refuse and Cleansing Manager ensuring that all necessary Council policies and processes in relation to employee recruitment, probation reports, performance appraisal, operational training, Risk Assessment, discipline and capability are implemented and maintained.

8. Assist in the delivery of Bank Holiday refuse collections, weekend street cleansing works and overnight cleansing works on trunk and major roads.
9. Have a working knowledge of the Council's "Clean and Green Policy," and the requirements of the EPA 1990.
10. Ensure the effective deployment and use of ICT systems that support the delivery of Street Cleansing and Refuse Services; this includes a working knowledge of Bartec, Northgate Back Office, and the Broxtowe App.
11. Ensure that, so far as practicable, work is carried out to the required instructions, timescales and standards, and relevant documents are produced, checked and verified.
12. Provide point of contact for lone working and dispersed staff and be available for emergencies and out of hours contact.
13. Undertake site visits to resolve complaints/defective work.
14. Order goods and services from commercial suppliers utilising the "Civica Radius" financial system sufficient to meet work requirements.
15. Maintain time sheets and overtime sheets for all Street Cleansing and Refuse employees ensuring all hours are coded correctly.
16. Monitor and control the issue and use of Personal Protective Equipment to employees.
17. Ensure that employees undertake works in accordance with: The Health and Safety at Work Act, other Acts of Parliament, and or nationally or locally agreed relevant Codes of Practice.
18. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

SPECIAL CONDITIONS

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, health and safety standards and to participate in training activities necessary to their job.