

Job Description and Person Specification Profile

Job Title	ENVIRONMENTAL MAINTENANCE OPERATIVE – LEVEL 1
Job ID	DA48
Service	Markets
Grade	B
Reporting to	Markets Operations Manager

The Role

An exciting opportunity has arisen to join our Ashton Markets/Town Centre cleansing team. Based in the Town Centres historic Market Hall, the successful candidate will work as part of a multi-skilled team responsible for carrying out a range of tasks and operations that maintain and improve the quality of the local environment.

Main Duties and Responsibilities include:

General Maintenance

To carry out a range of environmental and maintenance tasks that covers litter picking, emptying litter bins, fly tipping reporting, cutting back obstructive vegetation, removal of dead animals and syringes, street sweeping, to assist in various events, as well as the below.

- To carry out repairs which do not require specialist knowledge within the building.
- To ensure that drains and gullies are tidy and litter free including grease traps where appropriate.
- To remove snow and apply grit from main entrances when appropriate.
- To collect rubbish from collection points and remove to designated bin area.
- To be available for general lifting and carrying duties within reason throughout the building.
- To ensure that general maintenance problems or damage to the property are reported to the relevant person.
- Report any faulty equipment to Market Management.
- To assist in maintenance, and repairs of Markets Infrastructure and equipment

Ensuring that all the work carried out above is of high quality, carried out safely and enhances the reputation of the service and the council.

Markets Infrastructure

- To erect, assemble, set up markets' daily operational infrastructure including stalls, gazebos and tables as per markets operational requirements.
- To assist in set up of Markets events activity
- To de-erect, dismantle, close down of daily operational infrastructure including stalls, gazebos and tables as per markets operational requirements.
- To assist if required Assistant Market Officer in collection of tolls.
- To assist if required Assistant Market Officer in market operational activity
- To carry out regular checks during market operations to ensure markets infrastructure remains safe for use.

- To operate Town Centre bollards to control vehicle movement between designated times.
- To operate and control trader access to Market Ground as per market regulations and designated times.
- To control access/egress of traders vehicles on Markets Ground.

Security of the premises

- Responsible for the opening of the building, switching off alarms and closing the building on vacation.
- To ensure as far as reasonably practicable the identity of persons entering the building.
- To be responsible for the contents of the building as is reasonably practicable.
- To ensure the premises are vacated before securing the building.
- To ensure the building is secured and that alarms are set and working before leaving the premises.

Cleaning Duties

- To undertake daily cleaning of specified areas withing the building to an exceptional standard.
- To ensure that daily task sheets are maintained and timesheets are submitted as required.
- To ensure that all staff undertake the daily cleaning of specified areas within the town centre, following detailed instructions regarding which areas are to be prioritised.
- To ensure all cleaning equipment is thoroughly cleaned and stored.
- To assist other members of staff in the provision of cleaning cover during periods of staff shortages.
- To undertake the cleaning of specific areas around the town centre, and report any fly tipping through the appropriate channels if required.
- To ensure all cleaning is carried with the specified chemical, and all COSHH data is followed.

Stock Control

- To be responsible for the receipt of deliveries of goods to the premises and their transfer to relevant storage areas.
- To be responsible for stock rotation and the re-ordering of cleansing materials.
- To ensure that cleaning stores delivery and stock is kept up to date and tidy.

Health & Safety

- To ensure that the relevant personal protective equipment (PPE) & clothing is worn for the relevant job.
- To ensure that cleaning materials and equipment is used in accordance with recommended practice.
- To ensure all work is carried out in a sensible and safe manner to protect themselves and users of the building.
- To ensure as far as reasonably practical that fire fighting equipment is effective, and that fire exits are clear from obstruction and in working order, and to assist in fire drills and evacuation procedures.

- To ensure that accidents/near misses are reported to the appropriate person.

Administration

- To ensure that essential records relating to the work of the post are completed fully, promptly, and accurately.
- To ensure that all resources used, e.g. equipment, machinery and buildings etc are kept safe, in good order and condition, and are not exposed to the risk of loss, damage or theft.
- To work with other members of the councils workforce, including from other services and external partners to carry out work in a 'joined up way', showing initiative and enthusiasm for the job in hand and an understanding of its impact on the quality of life on local residents and visitors alike.
- To maintain competency and knowledge for the work of the post by undergoing training and development either by on the job training or external training courses.
- To ensure that all work undertaken is in accordance with established safety procedures and to report defects or safety concerns to Market Management.
- To carry out all work with the highest standards of behaviour and conduct thereby reflecting the importance of the role as an ambassador for the borough and the council. In particular, to respond courteously and professionally to enquiries from members of the public, other council officers and elected members.
- To ensure that the morale, welfare and good conduct of cleaning staff is maintained and that staff are trained, as necessary.
- To carry out any such other duties as reasonably requested that correspond to the general character of the post and are commensurate with its level of responsibility.

Areas of responsibility will include the Indoor Market Hall, the large open market, and designated zones within the town centre. The duties may vary from time to time without changing the nature of the post or the level of responsibility.

About You

Your essential qualifications

- Able to quickly learn new tasks and follow instructions.
- Able to work with others co-operatively and effectively to deliver high quality work.
- Able to work under pressure and to high standards in terms of time and work quality.
- Able to work outdoors and in all weather conditions with appropriate protective clothing/equipment providing it is safe to perform such duties.
- Basic numeracy and literacy.

Your essential skills, knowledge, and experience

- Experience of environmental maintenance tasks relevant to the work of the post.
- Knowledge and use of tools and equipment relevant to the work of the post.
- Work in an area-based team showing initiative and understanding of the impact of the work conducted.
- Working alone and with minimal supervision

Our employees' skills, experience, and knowledge are essential to our success along with their happiness, commitment, enthusiasm, and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best.
- Enable you to be creative and innovative.
- Fully involve you in changes that affect you and your work.
- Listen, and act on your ideas and feedback.

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:



