

**City of Bradford Metropolitan District Council Job Profile**

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| **Reference Number** | **TO BE COMPLETED BY JEGS / HR** | |
| **Role Title** | Litter Bin Maintenance Operative | |
| **Directorate** | Environment | |
| **Service Area** | Ancillary Services (Parks & Street Cleansing) | |
| **Reports to** | Ancillary Services Manager | |
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| **Role Purpose (maximum of 3 points, with no sub bullet points)** |
| 1. A litter bin installation and maintenance service (including recycling). 2. To be responsible for ensuring that works to properties of the Authority, within their areas of responsibility are carried out to the highest possible standards consistent with the contract specifications and conditions. Due regard being paid to legislation, Council policies, Statutory Regulations and the Health & Safety at Work Act. 3. Udertake works in a wide geographical area utilising the transport provided. |

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| **Duties and Responsibilities (maximum of 15 points, with no sub bullet points)** |
| 1. Provide and litter bin installation and maintenance service ensuring Health & Safety is adhered to at all times. 2. Installing and repairing litter bins throughout the full Metropolitan District. 3. Painting and refurbishing litter bins. 4. Using and maintaining specialist tools   i.e., Kango hammer, Stihl Saw, hammer Drill, Generator, Power Washer.   1. Responsibility for vehicle, including operator checks and paperwork and materials/equipment and other assets issued to you. 2. To keep, maintain and provide job/work documentation as required by management. 3. To carry out such other duties or an equivalent or lesser nature as deemed necessary due to the astringencies of the work load. 4. Required to work in the main within recognised procedure, but will be expected to exercise judgement/initiative in dealing with situations as they arise. 5. Concentration is required to ensure that maintenance work is carried out in a safge and effective manner. 6. To be alert to problems as they occur reporting back to the Ancillary Services Supervisor. 7. Postholder required to prioritise workload in order to deal with situations that may arise e.g., weather conditions, slippery floors. 8. The role is essentially physical with a large proportion of time spent manually moving and installing equipment and litter bins and can involve the lifting and carrying of considerable weight. 9. Manual Handling procedures must he adhered to when carrying out any type of lifting. |

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| **Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role** |
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| **Structure Chart (showing direct reports)** |
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**Person Specification**

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| **Knowledge / Skills / Experience required** |
| Experience of using small hand tools and power tools.  Able to work on own initiative.  Able to exercise judgement/initiative in dealing with situations as they arise.  Good communication skills as there will be contact with members of the public.  Literacy – ab le to read and understand instructions on cleaning materials/equipment and completion of documentation.  Practical skills in relation to undertaking maintenance and repair work. |

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| **Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management** | | **Essential** |
| **Health and Safety** | Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work | ✓ |
| **IT Packages** | Uses a range of complex IT packages relating to area of work |  |
| **Service Improvement** | Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery | ✓ |
| **Continued professional Improvement** | Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area | ✓ |
| **Communication** | Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face. | ✓ |
| **Numeracy & Literacy** | Demonstrates a high level of numeracy, literacy and accuracy across a range of activities | ✓ |
| **Relevant Professional Qualification** | C1 license - Essential  Streetworks certificate – desirable but training will be provided  Abrasive wheels certificate – desirable but training will be provided | ✓ |
| **Carries out performance management** | Covers the employees’ capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | ✓ |
| **Communicates Effectively** | Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | ✓ |
| **Carries Out Effective Decision Making** | Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work. | ✓ |
| **Undertakes Structured Problem-Solving** **Activity** | Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | ✓ |
| **Operates with Dignity and Respect** | Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | ✓ |
| **Practices Appropriate Leadership** | Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. |  |
| **Operates with Strategic Awareness** | Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |  |
| **Delivering Successful Performance** | Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |  |
| **Applying Project and Programme Management** | Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning |  |
| **Developing High Performing People and Teams** | Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |  |

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| **Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet  the Lower threshold level.  You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview). |

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| **Completed by:** | Dawn Priestley | **Date:** | 21.08.25 |
| **Quality checked:** |  | **Date:** |  |
| **Band:** | 7 |  |  |