

JOB DESCRIPTION

JOB TITLE: **Charge-hand (Street Cleansing) SH068**

REPORTS TO: **Municipal Services Department**

JOB PURPOSE

To implement work programmes and instruct the work force in order to ensure the provision of municipal and cleaning services for the Parish of St. Helier, to agreed standards and within budget.

PRINCIPAL ACCOUNTABILITIES

- To implement the programmed schedules of work to ensure the cleaning of the following areas:

Streets, footpaths and channels	Daily
Squares, paved and public areas	Daily
Surface car parks and roads	Daily
In and around public toilets	Daily

- Direct and instruct the cleansing workforce as to the daily routines and procedures
- Observe and monitor performance in order to maintain quality control in the cleaning of streets, to agreed standards.
- Organise the use of street cleansing vehicles, equipment and manpower, including: manual sweepers, mechanical sweepers, Hako and any other street cleansing machinery/equipment owned by the Parish, (for predominately afternoon and evening street cleansing, or occasional early morning street cleansing).
- Ensure the safe keeping of workers and members of the public by the correct application of Health & Safety regulations
- Drive any vehicle within the municipal services section (including refuse if necessary) when required, to ensure the required service to Parishioners is maintained, in line with the post-holders driving licence.
- Ensure all crews or gangs are adequately supplied and fitted out with the appropriate clothing and equipment for the various jobs.
- Ensure tools and equipment for any specific task, are adequate and are used competently.

- Carry out induction training for new members of staff within the street cleansing section.
- Prepare time sheets against hours worked on a weekly basis in preparation for sign off by the line manager or in their absence the director.
- Maintain a daily diary of information on work progress together with relevant statistics and feedback to line manager on a daily basis.
- Make arrangements with the workshop manager in respect of any maintenance or repairs required for section vehicles, tools and equipment.
- Report, monitor and deal with any vandalism, graffiti, fly tipping, dog excrement, needles, oil spills, repairs or maintenance required to buildings, properties, roads etc. associated with street cleansing and toilets.
- Follow the rotational programme for the cleaning and maintenance of street furniture, such as litter bins, benches etc.
- Work with the line manager and other charge-hands to program the weekend duties/overtime duties
- Secure and maintain the Street Cleansing Depot in a clean and tidy condition, ensuring the safe storage of chemicals and cleaning agents.
- This is a working charge-hand position; the post holder is required to undertake any street cleansing operative's duties on a daily basis.
- This is not an exhaustive list of duties; the post holder is required to undertake any other reasonable request made of them by the line manager or director.

KNOWLEDGE & EXPERIENCE

- The postholder would ideally have a minimum of 3 years experience in the use of cleansing equipment and techniques and have obtained the appropriate training/qualifications.
- The post-holder is required to continuously update his/her knowledge of new techniques and modern equipment.
- Good oral and written communications are required, with the ability to write basic reports and maintain statistics.
- Awareness of industrial relations is necessary to ensure a good working relationship between management and staff. It is essential that the postholder has a thorough knowledge of Health & Safety legislation & practice.

- The postholder is responsible for a number of employees; therefore it is important that they show good team building skills. Previous charge-hand experience is desirable. The postholder will be required to achieve a management or supervisory qualification.
- A calm approach, common sense, diplomacy & patience are necessary, as well as initiative linked to practical problem solving ability.
- Clean HGV driving licence and detailed knowledge of the town area is desirable.

CONNECTION WITH PEOPLE AND WHY?

Line Manager	On a daily basis to discuss work programs, progress etc.
Cleaning Operatives	Daily to issue instructions, collect information, check on the equipment etc.
Volunteers	On a daily basis to discuss duties to be undertaken, progress etc.
Workshops	General enquiries regarding plant and equipment
Stores	Issuing requisitions and purchasing materials
Parish Officials	General liaison with the administration staff
General Public	Daily contact with tourists and the general public regarding enquiries, information etc.

SUPERVISION OF OTHERS

- A number of personnel, who include street mechanical sweepers, manual sweepers, pressure cleaners, etc., all of whom work independently on different routes or locations.
- Regular job instructions specific to the job in hand together with instructions on the use of machinery and equipment. The post-holder is also required to in conjunction with the line manager to reorganise staff to meet emergency and workload situations.
- Ensure adherence to the current Health & Safety Conditions and Regulations, together with the correct use of chemicals

SUPERVISION RECEIVED

- The line manager does not work alongside the postholder. Instructions are given during meetings or by Radio/Telephone each day.
- Day to day decisions on how the work is carried out, by whom, using which piece of equipment, materials etc are left to the postholder. This would include making sure all relevant safety at work procedures are carried out and that the work is to required departmental standards

FOR WHAT RESOURCES ARE YOU RESPONSIBLE?

The line manager has overall responsibility for the Street Cleaning Equipment & Vehicles listed below: however the charge-hand can be delegated responsibility for overseeing the usage and safety of the equipment/vehicles below on a daily basis, to meet the needs of service.

Equipment	Quantity	Value
Manual Sweeper Carts	8	£4,800
Green Machines	8	£132,000
Large road sweeper	1	£102,000
Medium road sweepers/Hako	2	£68,000
Power Washer	1	£38,000
Glutton	2	£26,000
Parks Litter vehicle	1	£24,000
Litter Bin vehicle	1	<u>£75,000</u>
		£469,800

Plus any other current or new equipment bought or loaned to the Parish, for street cleansing purposes and numerous pieces of small tools and equipment.

Staffing

A mix of employees who are trained to use a variety of equipment, as listed above.

Budgets

The line manager has overall responsibility for the budgets listed below: However the charge-hand needs to ensure that resources are used wisely and have awareness of the budget implications in the following areas:

	Value
Electricity Vote	£2,500
Water Rates Vote	£7,000
Repairs & Maintenance Vote	£9,350
Furnishings & Fittings Vote	£500
Protective Wear Vote	£1,500
Contract cleaning (materials)	<u>£10,000</u>
	£30,850

PHYSICAL AND MENTAL WORKING CONDITIONS

- A high level of concentration is required when planning and executing the daily program of work. The postholder is also required to show initiative and quick thinking when difficulties arise, requiring the rescheduling of work and the reorganising of the labour force at very short notice.
- The postholder has to ensure that the right manpower, equipment, machinery or materials are in the appropriate place for the correct job or reason and that all relevant safety procedures are carried out to secure the well being of employees and the public.
- Driving vehicles and operating machinery in busy traffic, requires constant concentration

OTHER INFORMATION

- In the absence of the line manager or other charge-hands, i.e. annual leave, sickness, weekends and bank holidays the post-holder is required to undertake charge-hand duties for the refuse section
- The post-holder will be required occasionally to undertake other shift patterns, to ensure they have a full understanding of the cleansing services provided by the Parish of St. Helier