

Job Description

Post Title:	Street Scene Supervisor	Grade:	7
Post No:			
Directorate:	Environment	Section:	Public Realm
Responsible to:	Public Realm Manager	Responsible for:	Street Cleansing Team
Location:	Copse Road Depot		

Overall Job Purpose:

To support the Public Realm Manager in the effective and efficient operation of the Street Cleansing Service.

To supervise the service teams to achieve the most effective use of resources.

Key Tasks & Responsibilities:

1. To effectively supervise the service teams including:
 - Service delivery, and workload planning.
 - Health and Safety, safe systems of work, risk assessments etc.
 - Performance management and quality control.
 - Operational instructions and technical advice.
 - To undertake staff appraisals and agree staff training and development requirements.
2. To positively and proactively represent the interests of the authority and champion successes in respect of the Operational Services Public Realm teams.
3. To work effectively with other Council officers as necessary on service delivery issues.
4. To cascade Team Brief and other corporate information to service teams and ensure effective communication within and between the teams.
5. To participate in provision of weekend and bank holiday supervision of the service and manage the rota system for the efficient staffing of the street cleansing service.
6. To oversee and supervise the purchase and security of materials and equipment.
7. To undertake training and development that is relevant to the post.
8. To undertake such other duties as may be required from time to time by the Public Realm Manager.

9. To provide Supervisory cover to the Grounds Maintenance service in the event of holidays and short term absences

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- The Street Cleansing operation is carried out over a 7 day cycle, which includes statutory/bank holiday, requiring the post holder to undertake weekend working on a rotational basis, with compensatory rest days allocated during the standard working week (Monday-Friday).
- There is a requirement to work additional hours from time to time that can be reimbursed through overtime, TOIL and flexible working arrangements.
- A Council vehicle will be provided for use in accordance with the Drivers Policy.
- The council operates a strict non-smoking policy.

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Ruth Hunter

Date: July 2020

Post Holder Signature:

Date: