



**VACANCY**  
**ROSS-ON-WYE TOWN COUNCIL**  
**AMENITIES SITES OPERATIVE**

Can you help us to keep Ross on Wye looking good and to a high level of cleanliness? We are looking for a keen and energetic Amenities Sites Operative for a six month contract working flexibly to help maintain and improve the current high standard. The daily hours and/or start times may be varied to suit the needs of the post. Although mainly working in the town centre the post holder may at times be required to work anywhere within the town boundary. The work will cover litter picking and emptying bins, cleaning, grounds and buildings maintenance in addition to working in the town's cemetery. The successful candidate must be able to work on their own initiative, be flexible and willing and hold a clean driving license. The salary will be paid at £8.22 per hour.

For an application form and a job description please scroll down or contact Ross-on-Wye Town Council on 01989 562373

Applications need to be returned by noon on Friday 19<sup>th</sup> January 2018

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Amenities Sites Operative (6 Month Contract)</b>
<b>PLACE OF WORK:</b>	<b>Ross on Wye</b>
<b>HOURLY RATE:</b>	<b>£8.22</b>
<b>HOURS OF WORK:</b>	<b>37 hours per week. Additional hours may be required</b>
<b>ALLOWANCES:</b>	<b>Casual car user allowance / use of a Council van</b>
<b>REPORTS TO:</b>	<b>Deputy Town Clerk</b>
<b>SUPERVISORY RESPONSIBILITIES:</b>	<b>None</b>
<b>FINANCIAL RESPONSIBILITIES:</b>	<b>None</b>

### **Main Purpose of the Job**

To ensure the effective delivery of a wide range of streetscene and horticultural related activities on land owned and maintained by the Council and its clients. To provide efficient, high quality, skilled maintenance of the grounds, parks and open spaces.

To achieve this the post holder will:

- Ensure that the work they carry out is to the highest standard;
- Assist the Town Clerk to meet the requirements of Council;
- Contribute to and implement service improvements;
- Assist in the maintenance of Health & Safety systems, carrying out of risk assessments and ensuring safe systems of work are adhered to.

### **Summary of Responsibilities and Duties of the Job**

1. To undertake a role in the development and maintenance of the Town Council's buildings, open spaces, recreation areas, play equipment and the cemetery.
2. To ensure that all work allocated is carried out in accord with the needs of the Council and meets all relevant legal requirements.
3. To carry out plant, vehicles and machinery maintenance as required.
4. The duties of the post will include, but are not limited to, the following areas:

- Upkeep of flower beds, borders & trees
- Tree/flower planting
- Litter collection/emptying of bins
- Installation of street furniture
- Playground and Skate park inspections
- Cemetery
- Maintaining Open Spaces and Footpaths within the P3 Scheme
- General Maintenance of the Council's buildings

*The above list is not exclusive or exhaustive, there may be other duties and requirements associated with the post and in addition, as a term of your employment, you can be required to undertake other duties and/or hours of work.*

5. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.

6. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
7. To contribute to any investigation into complaints and enquiries from customers and colleagues in accordance with good service practice.
8. To maintain any issued uniform in a good condition. To act at all times in a manner which will not bring the Council into disrepute.
9. To carry out such other duties and responsibilities as may reasonably be required.

### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of the public, other staff and partner agencies.

### **Working Environment**

On-site as required

### **Health and Safety at Work**

Ross Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection Act 1998**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Council's Data Protection Policy.



# Ross-on-Wye Town Council

**CONFIDENTIAL**

**Amenities Sites Operative**

**CLOSING DATE – Noon Friday 19<sup>th</sup> January 2018**

# APPLICATION FORM

**Notes for Completion:**

- 1 Please complete the form in **black** ink
- 2 Additional sheets may be attached where necessary
- 3 Please complete **all** sections
- 4 **Please return in an envelope marked PRIVATE AND CONFIDENTIAL to;**  
The Town Clerk, Ross on Wye Town Council, The Corn Exchange, High Street, Ross on Wye. HR9 5HL

## 1. Personal Details

Surname .....

Initials .....

Address .....

.....

.....

.....

Post Code .....

Dates not available for Interview .....

Are you applying for this post on a job-share basis:

Telephone Number (Home)

Telephone Number (Work)

May we contact you at work?

E-Mail Address

National Insurance Number:

**2. Professional Membership**

Organisation	Membership Status

**3. Education and Qualifications (Secondary/College/University etc.)**

School/College/ University etc.	Qualifications (State level and subject)	Grades

#### 4. Present/Most Recent Employment

Name & Address of Employer:

Reason for wanting to Leave:

Job Title:

Period of notice required:

Present salary and allowances:

#### 5. Previous Employment (Please list your previous two employers and any other relevant employment)

Name & Address of Employer:

Job Title & Grade:

Reason for Leaving:

## **6. Information in Support of your Application**

### ***Notes***

- 1 Please explain why you are applying for this vacancy and your reasons for considering a move.
- 2 Give details of relevant experience and courses attended. (In the event that you are unable to refer to work-related experience please provide information relevant to other activities).
- 3 What skills and personal qualities can you bring to this post?

(Please use continuation sheet if necessary)

## 7. Interests

Please include membership of clubs and any voluntary work you undertake which may be relevant to this post

## 8. Other Information

Do you hold a current Full Driving Licence?

What kind of licence is it? (Please specify car, HGV etc.)

Do you have regular use of a vehicle?

Please give details of any penalty points and/or driving ban in the last five years .....

.....

Do you have a leased car?

## 9. Health and Medical History

The successful applicant will be required to complete a Medical Questionnaire upon acceptance of the post.



<b>10. References</b>	
Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Personal reference <input type="checkbox"/>	Employer's reference <input type="checkbox"/>
May we contact prior to interview <input type="checkbox"/>	May we contact prior to interview <input type="checkbox"/>
Please ensure your referees are in a position to respond promptly	
<b>11. Declarations/Code of Conduct</b>	
Are you related to any Councillor or Employee of this council? <input type="checkbox"/> If YES, please give details:	
I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application I declare that the information given on the application is to the best of my knowledge true and complete	
Signed:..... Date:.....	

**Please Note:**

The information given by you throughout this application is accepted as accurate. Any false or inaccurate information deemed to be a deliberate attempt to deceive will disqualify the applicant or, if already in post, will result in the employment being terminated.

**Data Protection:**

The information provided on this form will be used by us for the purposes of assessing your application and if your application does not result in your being employed by us will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.