



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of
Civic Amenity Site Operative

November 2017

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*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:*

www.ramsey.gov.im

RAMSEY TOWN COMMISSIONERS

Civic Amenity Site Operative

An opportunity exists for a suitably experienced and motivated individual to join the Works and Development team of Ramsey Town Commissioners in the position of Civic Amenity Site Operative.

The successful candidate will assist customers at the Civic Amenity Site, ensure that domestic waste only is accepted at the Site, keep the site clean and tidy and assist with ensuring it is operated in accordance with the Site Licence and Working Plan.

Should the successful candidate hold an appropriate 360 Excavator Licence they will operate plant, machinery and vehicles as required.

Ramsey Town Commissioners along with the Northern Local Authorities of Andreas, Ballaugh, Bride, Garff, Jurby and Lezayre are setting up a new Joint Committee to manage the day-to-day operation of the Northern Civic Amenity Site. The administration and payroll along with some management (as required) will be undertaken by Ramsey Town Commissioners on behalf of the Northern Local Authorities. Due to the fact that the Amenity Site is to be open for 361 days in the calendar year it is believed that a rotating work pattern will be necessary to ensure effective and efficient operation of the site for the benefit of the public and to ensure an equitable spread of the work days amongst the operatives.

Applications close at 12 noon on Friday 15th December 2017.

For more details and an application form, please contact the undersigned.

T P Whiteway
Town Clerk & Chief Executive
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **12 noon on Friday 15th December 2017**. Application forms should be returned to:

T P Whiteway
Town Clerk & Chief Executive
Ramsey Town Commissioners
Town Hall
Ramsey IM8 1RT

All applications should be marked:

**Private and Confidential
Civic Amenity Site Waste Disposal Operative**

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview in the week commencing 18th December 2017.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Chief Technical Officer at the above address

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

| | |
|---------------------------|--|
| Department : | Works and Development |
| Designation : | Civic Amenity Site Operative |
| Reports to : | Works and Development Supervisor |
| Duration of post : | Permanent Post – 2 year contract on a part-time basis |
| Hours of duty : | <p>The work pattern will be based on the employees working a 18½ hour week (averaged over the year). There will be opportunities to cover for staff holidays and sick leave.</p> <p>Employees will be paid for 18½ hours per week by way of 12 equal monthly payments.</p> |

JOB PURPOSE

To assist customers at the Civic Amenity Site, ensure that domestic waste only is accepted at the site, keep the site clean and tidy and assist with ensuring it is operated in accordance with the site Waste Disposal Licence and Working Plan.

Operation of the site plant, machinery and vehicles will only be on an 'as and when required' basis and only if the successful candidate holds appropriate licences.

SUMMARY OF MAIN DUTIES

1. Assist the Site Waste Disposal Operative in ensuring all Civic Amenity Site activities and operations are carried out in a safe manner at all times.
2. Undertake Gatekeeper duties carrying out vehicle spot checks. Inspect waste brought on site ensuring all waste is in accordance with the Waste Licence and the site Work Plan.
3. Ensure domestic refuse only is off-loaded into skips and that commercial and banned waste types are not deposited on site.
4. Encourage increased recycling by educating site customers and raising awareness of waste separation and recycling. Patrol the site to ensure customer waste is segregated and placed in the correct receptacles, skips and disposal areas. Assist, supervise and advise customers how to maximise recycling on-site.
5. Guide traffic, directing members of the public to correct delivery areas, ensuring vehicles adhere to the site Traffic Management System.
6. Ensure waste / materials stored on-site are kept to a minimum and ensure the collection and delivery of skips to the appropriate disposal location.
7. Deal with queries / complaints raised by members of the public either face to face or over the telephone, re-directing those that cannot be resolved to the Works and Development Supervisor or the Chief Technical Officer.

8. Assist the Site Waste Disposal Operative in ensuring the Civic Amenity Site building (including site office and facilities), container signage, working services and surrounding areas are kept clean and tidy to a high standard and are kept in good working order. Report the presence of vermin and pests to the Works and Development Supervisor or the Chief Technical Officer.
9. Keep accurate records of any incidents (e.g., accidents, faults, abnormal deposits, etc.) providing these and details of people/vehicles transgressing site conditions to the Works and Development Supervisor or the Chief Technical Officer.
10. Be aware of the Waste Disposal Licence conditions, Working Plan and Emergency Action Plan.
11. Total compliance with the Commissioners' no-smoking policy.
12. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
13. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Commission policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
14. Ensure the health and safety of the staff of the site and that of the public and visitors who come into contact with any aspect of the site and the duties being undertaken.
15. Participate fully in discussions relating to any changes deemed necessary to the job outline reaching mutual agreement to any reasonable changes with the Commission reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
16. Such other duties of a similar level of responsibility as may be required from time to time by the Works and Development Supervisor or the Chief Technical Officer.

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has no responsibility for the direct supervision of other staff or contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

1. All tools, equipment and materials belonging to Ramsey Town Commissioners and situated at the Civic Amenity Site.
2. All vehicles belonging to or on hire to the Ramsey Town Commissioners and situated at the Civic Amenity Site.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

Yes, on a daily basis as part of the role.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

No.

| SKILLS REQUIRED | Essential | Desirable |
|---|------------------|------------------|
| Minimum of 2 years' experience in employment of a similar nature, i.e., labouring duties/grounds maintenance or environmental cleaning. | | X |
| Flexible approach to working hours including weekends and Bank Holidays. | X | |
| Physically fit, ability to work with frequent interruptions and the willingness to work out of doors in all weathers. | X | |
| Good educational standard to GCSE level or equivalent | X | |
| Good communication skills and the ability to deal courteously and fairly with the public. | X | |
| Ability to work on own, under instruction and as part of a team, along with the ability to work on own initiative without supervision. | X | |
| A working knowledge of Health & Safety Regulations. | X | |
| Ability to keep basic records (electronic and manual). | X | |
| Ability to operate Debit card reader. | X | |
| Full clean valid driving licence. | | X |
| 360 Excavator Licence | | X |
| HGV Licence. | | X |

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER _____

SIGNED – TOWN CLERK _____

DATE _____

RAMSEY TOWN COMMISSIONERS

Civic Amenity Site Waste Disposal Operative

PERSON SPECIFICATION

Personal Qualities and Attributes (Essential – E; Desired – D; Interview – I)

| REQUIREMENT | | ESSENTIAL / DESIRABLE | TEST |
|---|---------------------------------|------------------------------|----------------------------|
| EDUCATION - to include but not be limited to | | | |
| 1. | Good level of general education | Essential | Production of Certificates |

| | | | |
|--|---|-----------|--------------------------------|
| EXPERIENCE - to include but not be limited to | | | |
| 2. | Experience in a similar role | Desirable | Application Form and Interview |
| 3. | To hold a current clean full driving licence. | Desirable | Production of Driving Licence |
| 4. | To hold a 360 Excavator licence | Desirable | Production of Licence |
| 5. | To hold a current HGV licence | Desirable | Production of Licence |
| 6. | To work to a high standard. | Essential | Application Form and Interview |
| 7. | Familiarity with all procedures relating to safe working practices | Essential | Application Form and Interview |
| 8. | Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces | Essential | Application Form and Interview |
| 9. | Be capable of receiving and acting upon clear instructions | Essential | Application Form and Interview |
| 10. | Have a clear understanding of confidentiality and discretion required as a member of the staff of this Local Authority | Essential | Application Form and Interview |

RAMSEY TOWN COMMISSIONERS

Civic Amenity Site Waste Disposal Operative

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

| Period of Continuous Employment | Minimum Notice |
|--|---|
| Two weeks or more but less than two years | Two weeks |
| Two years or more but less than twelve years | One week for each year of continuous employment |
| Twelve years or more | Not less than twelve weeks |

By the Employee

| Period of Continuous Employment | Minimum Notice |
|---|---|
| One month or more but less than two years | One Week |
| Two years but less than four years | One week for each year of continuous employment |
| Four years or more | Four weeks |

3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 8, 10 and 12 (currently £15,223, £16,969, £18,737). If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid monthly directly into the employee's bank account.

Any employees who have the requisite machinery operation licences may, in times of absence, be requested to 'act up' to Waste Disposal Operative and in such circumstances would be entitled to be paid at the appropriate rate (Pay Band 2) for the hours worked under such conditions.

4. NORMAL WORKING HOURS

It is intended that there will be 1 shift per day operating 7 days per week. The shift will start at 8am and finish at 4.30pm Monday to Thursday and Saturday, 8am and 4.00pm on Friday and 9am to 4.30pm on Sunday and Bank Holidays. The work pattern will be 2 days on and 6 to 8 days off (dependent on allocation) and will include weekend and Bank Holiday working with the exception of New Year's Day, Tynwald Day, Christmas Day and Boxing Day.

Lunch breaks during this shift pattern will not be paid. The breaks will be staggered and employees will be flexible in the timing of their breaks and ½ hour lunch to suit the operational requirements of the day.

During this agreement new arrangements for filling in timesheets and general administration may be adopted by the employers.

Payment for working this work pattern will be PSC Pay Band 1 maximum-spine point. No enhanced overtime payments will be made until 16 hours (in any one week) have been worked.

It is not envisaged that additional overtime will be worked by an employee (outside of their rostered work pattern of 2 days on – 6 to 8 days off). However, there will be opportunities to work additional hours to cover for annual leave and sick leave.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service, pro-rata re the part-time basis of the position.

| Length of Service | Annual Leave (Days) |
|--------------------------|----------------------------|
| On appointment | 21 |
| After 3 years | 22 |
| After 5 years | 23 |
| After 7 years | 24 |
| After 9 years | 25 |
| After 10 years | 26 |

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable or accept re-allocation to other tasks within the Commission workforce.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Town Clerk & Chief Executive.

7. DUTIES OF THE POST

See Job Description

RAMSEY TOWN COMMISSIONERS**FUNCTIONS AND DUTIES**

| | |
|--|--|
| Abandoned Vehicles | Pedlars and Street Traders |
| Beaches | Play Areas |
| Building Control | Public Clocks and Seating |
| Car Parking | Public Information/Advice |
| Civic Amenity Site | Public Pleasure/Recreation Grounds |
| Community Halls | Public Seats and Shelters |
| Consumer Advice | Public Toilets |
| Control of Dogs | Rate Setting |
| Environmental Health Enforcement | Refuse Collection |
| Events and Attractions | Registration of Births, Deaths, Marriages and Civil Partnerships |
| Facility for the Public to view Planning | Sanitation |
| Houses in Multiple Occupation Regulations /Enforcement | Sheltered Housing Authority Administration |
| Food Hygiene Enforcement | Street Cleaning |
| Highway Hedgerows, Gulleys & Verges | Street Lighting |
| Housing | Street Nameplates |
| Library | Tourist Information |
| Litter Act/Designated Litter Officer | Unsightly/Derelict Buildings |
| Local Byelaws/Enforcement | War Memorial |
| Maintenance of Open Spaces | Sports Facilities |
| Nuisance Abatement | |