



## Job description and employee specification

<b>Job title:</b>	Operations Supervisor – Street Cleansing	<b>Location:</b>	Gloucester
<b>Reports to:</b>	Contract Supervisors	<b>Working hours:</b>	37 Hours per week
<b>Job number:</b>		<b>Salary grade:</b>	F
<b>Supervises:</b>	Site Operatives		
<b>Main purpose of the job:</b>	To assist staff in undertaking street cleaning operations, demonstrating a high-level of care. Provide guidance and instruction to site operatives ensuring compliance with relevant Health and Safety, Legal and Contractual obligations within operational requirements.		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <ul style="list-style-type: none"> <li>• Ensure Street cleansing operations are carried out in a safe, efficient and cost-effective manner</li> <li>• Supervise multiple street cleansing teams</li> <li>• Ensure the company Health &amp; Safety and Environmental Policies are complied with at all times</li> <li>• The collection/completion of operational records/paperwork/tickets as required</li> <li>• Undertake crew audits/inspections/briefings as required</li> <li>• Use the performance review system to set annual objectives for direct reports</li> <li>• Review progress on objectives periodically</li> <li>• Perform annual review</li> <li>• Act as first line manager and people manager for site operatives and collection operatives</li> <li>• Organise work schedules to ensure appropriate staff numbers are available</li> <li>• Check and sign off time sheets</li> <li>• Assist with the supervision of other departments including grounds maintenance and waste collection</li> <li>• Any other duties which could be reasonably expected of you in accordance with the grading of the job</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation’s health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.</li> </ul>		



	<ul style="list-style-type: none"> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b> <ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>✓ <b>Work together</b> – communicate well and help each other.</li> </ul> </li> </ul>
<p><b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• GCSEs (5 A-Cs or equivalent, including Maths and English)</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in an environmental services organisation</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Full UK driving licence</li> <li>• An ability to work outside in all weathers</li> <li>• Experience in managing multiple small teams</li> <li>• Ability to stay calm in stressful situations</li> <li>• Good prioritisation skills</li> <li>• Good communication skills at all levels</li> <li>• experience in environmental legislation including, waste management and COSHH</li> <li>• Experience in dealing with a variety HR issues</li> <li>• Be prepared to work outdoors in all weather conditions</li> <li>• Flexible approach to working hours and tasks allocated</li> <li>• Ability to read and follow basic information/instructions</li> <li>• Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner</li> <li>• Ability to use initiative and work with minimum supervision</li> <li>• Good level of IT skills - MS Office, FTA, Mobile Applications</li> <li>• Excellent verbal and written communication skills – presentation skills</li> <li>• Good organisational skills</li> <li>• Ability to perform Stock takes and site inspections</li> <li>• Ability to respond to Health &amp; Safety Issues</li> <li>• Ability to prioritise own workload and be able to work unsupervised</li> </ul>
<p><b>Desirable requirements - qualifications, skills, abilities and experience:</b></p>	<ul style="list-style-type: none"> <li>• Safety awareness certified</li> <li>• Experience of working in the waste industry</li> </ul>
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours and tasks allocated is required</li> </ul>



<b>Date created:</b>	16 <sup>th</sup> Oct 2023	
<b>Date reviewed:</b>		
<b>Created/reviewed by:</b>	<b>Name: Anthony Hunter</b>	<b>Job title: Operations Manager</b>

