



## Job Description and Person Specification

### **Section 1 - Job Description**

<b>Job Title</b>	Estate Services Operative	<b>Reporting To:</b>	Estate Services Foreman
<b>Department:</b>	Estate Services	<b>Date Completed</b>	August 2019

#### **Job Summary**

To provide a range of high quality proactive environmental cleaning/garden services in line with our client's needs and to undertake any additional community estate maintenance required in and around the North Glasgow area.

#### **Main Duties of the Post**

The main duties of this post will include:

- Close cleaning
- Clearing/cleaning tenanted properties
- Clearing/cleaning void properties
- Deep cleaning of properties as required
- Wrapping of tenants furniture
- Moving tenants furniture as required
- Liaising with tenants
- Litter debris collection
- Grass and hedge cutting
- Shrub bed maintenance and tree and shrub planting
- Winter de-icing and snow clearance
- Leaf clearance
- Sharps removal
- Window cleaning
- Back court cleaning and bulk pull out

Operatives are expected to:

- Carry out work as directed to a high standard
- Leave all work sites in a clean and tidy fashion
- Report any plant or equipment defects immediately
- Ensure that all safety standards are met and comply with health and safety legislation
- Minimise waste
- Carry out any other reasonable duties as requested

## **Section 2 - Person Specification**

<b>Category</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a customer focused environment</li><li>• Experience of delivering a range of environmental services</li><li>• Experience of working within a similar environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of delivering environmental services directly to the public</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to work individually or as part of a team</li><li>• Effective communication skills</li></ul>	<ul style="list-style-type: none"><li>• Able to operate a full and extensive range of commercial cleaning and garden machinery</li></ul>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Good general knowledge</li><li>• Some knowledge of Health and Safety legislation</li></ul>	<ul style="list-style-type: none"><li>• Current qualifications for commercial machinery</li><li>• Current qualification for pesticide spraying (1a+6a)</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Good timekeeping</li><li>• Self motivated with a desire to meet deadlines</li><li>• Attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Resilient and focussed</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Able to work flexibly, including evenings and weekends, if required</li></ul>	<ul style="list-style-type: none"><li>• Towing license entitlement A+B advantageous. (Training may be provided to the right candidate)</li><li>• Full, current driving licence</li></ul>