PORT ERIN COMMISSIONERS

JOB DESCRIPTION

Designation: **GENERAL WORKER**

Accountability: **WORKS SUPERVISOR**

MAIN PURPOSE OF THE JOB

Port Erin Commissioners operate a Direct Labour team led by a Works Supervisor to deliver services throughout the Village. They have responsibility for delivering services such as refuse collection, street and verge maintenance on behalf of the Commissioners, maintaining the common areas of the village and maintaining public sector rented properties.

The main purpose of the role it to ensure that the day to day tasks within the Village are carried out in line with the instructions of the Board of Port Erin Commissioners. General Workers are required to work independently or in a team in an efficient, effective manner complying with instructions, working practices and Health & Safety policies. General Workers will need to operate power and other tools and light plant in connection with any of the key tasks, including driving of vehicles and operation of any vehicle mounted equipment.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

- Undertake work in all public areas, play parks and other land/grounds owned by the Local Authority. This will involve carrying out general tasks, including gardening; road sweeping; refuse collection; the general maintenance, repairs, painting etc. of Public Sector Housing and of the any other of the Commissioners' buildings or property.
- Undertaking work in public parks, playing fields, landscaped areas and similar open spaces. Duties will include: general maintenance of these areas (e.g. grass cutting, hedge trimming, clearing leaves and litter); constructional labouring work; erection and dismantling of sports, playground and other equipment; cleaning and assisting higher graded staff. These duties will require the use and operation of the usual range of associated tools and equipment.

- Road sweeping: To undertake, either individually or as a member of a team, duties related to the sweeping, collection and removal of litter, dirt, leaves and weeds etc from roads and footpaths (i.e. street cleaning, litter and dog waste bin collection and seasonal weed spraying). These duties will require the use and operation of the usual range of associated tools and equipment.
- Refuse collection: To undertake as a member of a team, duties concerned with the removal of household, industrial and commercial refuse from a variety of locations.
- Assist in the setting up of public facilities and activities in the Village when, where and as required.
- Any other duties which may be required from time to time as directed by the Works Supervisor or Clerk.

General

- Participate in staff meetings when requested to do so
- Attend any courses relevant to the needs of the post
- Undertake any tasks requested by the Works Supervisor or Clerk
- Work may be required for, at or in conjunction with other Local Authorities

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It should be noted that whilst the main purpose of the job is likely to remain broadly constant the remainder of the job description may be subject to change in the light of experience and changing policy of the Commissioners and may be reviewed with the post holder from time to time.

16th February 2018

Person Specification

- There are no specific entry qualifications for the role.
- A clean, full driving license is required.
- Certificates of Competence in Transport or Construction related fields and licences to drive HGV's or construction plant are desirable, as are good all round DIY skills or an interest in gardening.
- Applicants shall be required to demonstrate relevant experience in a local authority, government department construction or transport related environment.

Remuneration

Public Services Commission Pay Band 1	Spine Points 8-12 (£16,565*-£18,737 – 2017/18)

*Port Erin Commissioners comply with the recommended Living Wage for the Isle of Man