



SEAHAM TOWN COUNCIL

CASUAL LABOURER

JOB DESCRIPTION

1. **JOB TITLE:** Casual Labourer
2. **GRADE:** SCP 3
3. **LOCATION:** Works Depot at Seaham Cemetery, Lord Byron's Walk, Seaham and such other locations as directed.
4. **RESPONSIBLE TO:** Deputy Town Clerk, Grounds Maintenance Supervisor, Gardener (Technical), Gardener (Mechanical).
5. **KEY RESPONSIBILITIES:**
 - To undertake a range of a high class cleansing tasks in parks, open spaces and other public accessed areas.
 - To undertake a wide range of non-specialist manual labouring tasks, working as part of a mobile team.
 - The operations will involve using vehicles, plant and cleansing equipment and hand tools and materials as are specified by Management.
 - Driving duties are an essential part of the job
6. **OTHER DUTIES AND RESPONSIBILITIES:**

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

 - The postholder is required to provide high class cleansing services such as sweeping and collecting debris/rubbish from grass and hard surfaced areas, litter picking, collecting leaves, emptying litter bins, cleansing water courses, removal of graffiti and cleaning toilet facilities and similar related/associated cleaning and labouring duties.
 - Walking between work locations which will involve the moving a hand barrow and hand tools/materials.
 - Undertaking a range of non-specialist manual labouring tasks to assist departmental gardeners operations such as; weeding, dead heading, watering, edging and cleaning up derelict/overgrown areas etc.

- Snow clearing and applying grit.
- Maintenance of hand tools and associated equipment.
- Assisting with the erection of Christmas lights and bunting and providing general assistance/stewarding at a range of Council organised events.
- Assisting in the off-loading and storage of materials and equipment.
- The post holder is required to have a flexible approach to working hours and days of work and will work in accordance/compliance within the Parks Department flexible working arrangements.
- Working to instructions and recognised procedures, using own initiative for minor decisions when completing tasks and referring problems to a supervisor.
- To report items needing repair, replacement or attention to Supervisor/Line Manager.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Period of Notice

One week's notice is required by either side in connection with the termination of this post.



This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.