

## Job Description

<b>Job Title:</b>	Environmental Warden
<b>Directorate</b>	Housing and Communities
<b>Department:</b>	Green Earth Team
<b>Location:</b>	Rising Sun Industrial Estate, Blaina
<b>Reports to:</b>	Environmental Warden Team Leader
<b>Date JD Agreed:</b>	January 2024

## Job Purpose

To assist in delivering the Environmental Wardens Project, providing a service to the organisation of cyclical maintenance of open spaces, potential development sites and existing communal areas. This will be achieved through the removal of fly tipping, litter picking, cleaning of hard surfaces, grounds maintenance tasks and a variety of similar duties

## Values

Our values that support our Vision, Mission and Aims are CALON. These values are vital to supporting our work as an organisation and are encouraged as our culture and way of working.

- C – Creativity: we want people to think differently, challenge processes where they can see improvement, and take risks.
- A – Authentic: we want people to be themselves and be open, honest and trustworthy, and act with integrity.
- L – Learning: we want people to understand the importance of learning as an ongoing approach to success in their roles.
- O - Ownership: we want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.
- N – Not on your own: we are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

## Core Responsibilities & Accountabilities

- Undertake a wide range of environmental and street scene tasks, such as waste removal & transfer (including potential hazardous materials), litter picking, cleaning of communal areas (to include jet washing and use of cleaning chemicals) and cyclical maintenance tasks i.e hedge cutting, grass cutting, planting and pruning with both powered and non-powered hand-held tools and equipment.

- Use best / safe practice on all tasks carried out, including responsibility for ensuring all issued equipment is correctly checked before use and to carryout weekly maintenance on all plant / tools and PPE.
  - Take a proactive role in making decisions and problem solving on site.
  - Ensure all tasks are performed to a high standard and present a professional and positive image at all times.
  - Assist the Warden Team Leader in delivering a programme of cyclical maintenance across Tai Calon's estates, potential development sites and sheltered schemes to ensure sustainability.
  - Completion of timesheets, work notes, vehicle and equipment checks as required.
  - Ensure that equipment and machinery are fit for purpose, by keeping accurate records of damage, wear and servicing etc. Report any damage to the Wardens Team Leader
  - Ensure the proper use of machinery and equipment at all times and within your training capabilities.
  - Undertake training/instruction relevant to the role and as directed by your Team Leader.
  - You may be required, where applicable, to drive company vehicles and tow trailers as required to transport operatives, equipment and waste products.
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- Maintain an up-to-date knowledge of safe working practices.
  - Be responsible for the maintenance of all issued PPE, and report any issues, concerns or items that require attention to the Team Leader.

### **Key working Relationships**

- Work closely with the Environmental Wardens Team Leader and Green Earth Project Manager ensuring all health & Safety requirements are met onsite.
- Communicate with tenants and residents on a daily basis, delivering exceptional customer service and meeting their requirements whilst delivering works to properties and communal areas.

### **Responsibilities for Resources**

The role may require the operative at certain times to be responsible for the control, testing and maintenance of the following items and applying appropriate recording measures.

- PPE
- Fuel card
- Mobile Phone

### **Risk, Health and Safety**

- Ensure all tasks are managed in a safe manner and risks are mitigated
- Ensure all work undertaken adheres to and complies with current regulations, method statements and risk assessments.

### **Work Environment**

- The physical environment requires the employee to mainly work outside on site on a daily basis in hot/cold, wet/humid, and dry/arid conditions, dependant on the season.
- Required to use personal protective equipment when carrying out tasks onsite.
- Required to use a variety of powered and non-powered equipment
- Frequently exposed to slippery, wet, muddy conditions that can contribute to slips, trips and falls onsite.
- Work in properties and communal areas, dealing with tenants and residents' concerns, with support, sometimes in difficult and complex circumstances.
- The work requires a significant amount of physical exertion

## Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote the Tai Calon Community Housing's Equality, Diversity and Inclusion Policy.
- Apply excellent customer service to their work at all times.
- The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: <b>Environmental Wardens Operative</b>	Application Form	Interview	Practical
		<b>1. QUALIFICATIONS</b>			
	✓	Educated to level 2 National Qualification Framework for England, Wales and Northern Ireland	✓		
✓		NPTC / LANTRA brush cutter / strimmer or willing to work towards	✓		
	✓	NPTC Pesticide PA1 and PA6	✓		
✓		CIEH Manual handling or willing to work towards	✓		
	✓	Up-to-date first aid certificates	✓		
	✓	Street Works (Chapter 8) Qualification	✓		
	✓	Sharps awareness Training or willing to work towards	✓		

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	✓	Asbestos awareness Training or willing to work towards	✓		
	✓	CSCS Card	✓		
	✓	Full U.K. Driving License	✓		
		<b>2. KNOWLEDGE</b>			
	✓	Knowledge of environmental issues.	✓	✓	
	✓	Interest in natural history	✓	✓	
	✓	Knowledge of the social housing sector in Wales		✓	
		<b>3. EXPERIENCE</b>			
✓		Experience of working or volunteering in a similar environment including, grounds maintenance, industrial cleaning or caretaking	✓	✓	
	✓	Experience of working directly with community and voluntary groups	✓	✓	
	✓	Experience of towing trailers			
	✓	Experience of working within a customer focussed environment		✓	
		<b>4. SKILLS</b>			
✓		Be able to demonstrate excellent verbal communication skills.	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships.		✓	
✓		Well organised to ensure effective work planning and the meeting of deadlines of own work.	✓	✓	
✓		Able to problem solve and assess priorities and devise effective solutions to on site problems		✓	
✓		Ability to work as part of a team or alone and use own initiative where needed with minimal supervision		✓	
	✓	Estate management / grounds maintenance skills	✓	✓	
	✓	Welsh language skills	✓		

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		<b>5. ATTRIBUTES</b>			
✓		Tenant and customer focussed	✓	✓	
✓		Demonstrates integrity and support for organisational values.	✓	✓	
✓		Committed to ongoing personal development	✓		
✓		Must be a self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution focused attitude.		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
✓		Flexible, willingness to work outside of normal working hours	✓		