



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

GENERAL LABOURER

February 2021

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***Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.gov.im***

RAMSEY TOWN COMMISSIONERS

GENERAL LABOURER

An opportunity exists for suitably experienced and motivated individuals to join the workforce of Ramsey Town Commissioners in the position of General Labourer on a fixed term 6 month contract. The position is for a 37 hour week.

The successful candidate will assist the Works Supervisor with a range of duties.

Applications close at 12 noon on Wednesday, 10th March 2021.

For more details and an application form, please contact the undersigned or download them from www.ramsey.gov.im.

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **12 noon on Wednesday, 10th March 2021**. Application forms should be returned to:

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey IM8 1RT

All applications should be marked:

Private and Confidential
GENERAL LABOURER

Applications can also be emailed to: humanresources@rtc.gov.im, with a Subject line of "General Labourer".

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Deputy Town Clerk at the above address.

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

DEPARTMENT	Works		
DESIGNATION	General Labourer		
REPORTS TO	Works Supervisor		
DURATION OF POST	6 Month Fixed Term Contact		
HOURS OF DUTY	Normal hours of work – 37 hours per week		
	Monday – Thursday	8.00 am to 12:15pm	1:00pm to 4.15pm
	Friday	8.00 am to 12:30pm	1:00pm to 3.30pm

The post holder will be expected undertake duties outside of these hours which will be paid at the applicable overtime rate.

JOB PURPOSE

To undertake work and assist the Works Supervisor in carrying out duties including litter collection, street cleaning, maintenance of landscaped areas, road gulley cleaning and assist the higher grade gardeners in the maintenance of grounds in parks, housing estates, highway areas and similar open spaces.

SUMMARY OF MAIN DUTIES

1. Undertaking general maintenance with minimal supervision to complete tasks including mowing, hedge trimming, litter collection, road gulley cleaning and setting up of events all to a standard set by the Works Supervisor.
2. Hard and soft landscaping to include basic construction.
3. Use of and routine daily maintenance of various hand tools, power tools, and plant, including the operation of tractor-mounted equipment where the level of training allows.
4. Maintain a safe and clean working environment.
5. Delivery/collection of supplies.

6. Interdepartmental working as required/necessary.

7. Such other duties of a similar level of responsibility as may be required from time to time by the Works Supervisor or the Technical Services Manager.

<u>SKILLS REQUIRED</u>	<u>Essential</u>	<u>Desirable</u>
A full valid driving licence		x
Experience in the use of general pedestrian mowers and strimmer's		x
Valid NPTC Certification in the safe use of pesticide PA1, PA6		x
Experience in general labouring activities which may include concreting, fencing, tree work, street sweeping	x	
Physically fit, with the ability to lift and carry heavy weights. Ability to litter pick on foot as part of routine sweeping operations.	x	

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has no responsibility for the supervision of other staff or contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

1. All tools, equipment and materials (e.g. Hand tools, pedestrian mowers, strimmers, saws, hedge cutters, blowers, spraying equipment, ride on mowers, mini and compact tractors and attachments etc., required to be used by the post holder and belonging to or on hire to the Works Department. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Van, Pick up vehicles, towed equipment e.g. Plant trailers, Water Bowsers etc., street sweeper and refuse vehicle used by the post holder and belonging to or on hire to the Ramsey Town Commission. The towing of any equipment is restricted by licence categories.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

On a daily basis as part of the role is performed within public parks and areas.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

Yes.

SIGNED – POST HOLDER	_____
SIGNED – LINE MANAGER	_____
SIGNED – TOWN CLERK	_____
DATE	_____

RAMSEY TOWN COMMISSIONERS

GARDENER/LABOURER

PERSON SPECIFICATION

Personal Qualities and Attributes (Essential – E; Desired – D; Interview – I)

REQUIREMENT		ESSENTIAL / DESIRABLE	TEST
EDUCATION - to include but not be limited to			
1.	Good level of general education	Desirable	Production of Certificates
EXPERIENCE - to include but not be limited to			
2.	Experience in a similar role	Desirable	Application Form and Interview
3.	To hold a current full driving licence including HGV.	Desirable	Production of Driving Licence
4.	To work to a high standard.	Essential	Application Form and Interview
5.	Familiarity with all procedures relating to safe working practices	Essential	Application Form and Interview
6.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces	Essential	Application Form and Interview
7.	Be capable of receiving and acting upon clear instructions	Essential	Application Form and Interview
8.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application Form and Interview

RAMSEY TOWN COMMISSIONERS

GENERAL LABOURER

CONDITIONS OF SERVICE

1. APPOINTMENT

The appointment is for fixed term of 6 months.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. PERIOD OF NOTICE

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

Period of Continuous Employment	Minimum Notice
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

3. SALARY AND CONDITIONS OF SERVICE

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 10 and 12 (currently £18,990 and £20,852). If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid weekly directly into the employee's bank account.

4. NORMAL WORKING HOURS

Monday to Thursday	8:00 a.m. to 12:15 p.m. and 1:00 p.m. to 4:15 p.m.
Friday	8:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:30 p.m.

- a 5 day, 37 hour week.

The post holder will be expected undertake duties outside of these hours which will be paid at the applicable overtime rate.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service.

Length of Service	Annual Leave (Days)
On appointment	21
After 3 years	22
After 5 years	23
7 years	24
9 years	25
10 years	26

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Deputy Town Clerk.

7. DUTIES OF THE POST

See Job Description

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation	Sheltered Housing Authority
Regulations/Enforcement	Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	