



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

WORKS OPERATIVE – HGV DRIVER

July 2025

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

RAMSEY TOWN COMMISSIONERS

Works Operative – HGV Driver

An opportunity exists for a suitably experienced and motivated individual to join the housing and properties team of Ramsey Town Commissioners in the position of Works Operative /HGV Driver.

Applications close at 4pm on Friday 5th September 2025.

For more details and an application form, please visit www.ramsey.gov.im

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

APPOINTMENT PROCEDURE

1. Applications

Applications should be submitted by completing an application form and sending with a covering letter and CV to: **Human Resources, Ramsey Town Hall, Ramsey, IM8 1RT** or via email to humanresources@rtc.gov.im

2. References

The successful candidate will be required to provide the names of two referees.

3. Closing Date

The closing date for receipt of applications is 4pm Friday 5th September 2025.

4. Acknowledgement

All applications will be acknowledged on submission. 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.

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015 & NEW STARTERS AND PROMOTIONS AGREEMENT 2016

JOB OUTLINE

DEPARTMENT	Works
DESIGNATION	Works Operative / HGV Driver
REPORTS TO	Works Supervisor
DURATION OF POST	Permanent
HOURS OF DUTY	Normal hours of work – 37 hours per week

General Duties		
Monday - Thursday	8:00 am to 12:15pm	1:00 pm to 4:15 pm
Friday	8:00 am to 12:30 pm	1:00 pm to 3:30 pm

Refuse Round		
Monday - Thursday	6:00 am to 10:15 am	11:00 am to 2:15 pm
Friday	6:00 am to 10:15am	10:45 am to 1:30 pm
N.B It should be noted that on the refuse round the break may vary depending on how quickly the refuse vehicle fills up and the need to change to the second vehicle. Breaks MUST be taken. When working on refuse round 06:00-08:00 will be paid at overtime rates applicable.		
Bank Holidays are generally worked on the refuse round, apart from Christmas and New Year		

The post holder will be expected to 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 refuse and litter collection, street cleaning, maintenance of landscaped areas, the beaches and nature reserve, road gully cleaning, tree work, events, weather events, maintenance of grounds in parks, housing estates, highway areas and similar open spaces.

SUMMARY OF MAIN DUTIES

General Duties

- Street cleaning – including litter picking, disinfecting pavements following incidents of dog fouling, vomiting or fights, spillages. Deep cleaning pavements with pressure washer, removal of dead animals, broken glass, chewing gum or fly tipping.
- Maintenance of public open spaces, public housing properties (as required) and NCAS – cutting grass, planting flowers, hedges, dealing with fallen trees and weed spraying. Clearing pavements of moss and debris from edge cutting. Removal of sand and stone from Promenades.
- Cleaning gullies – as required removing debris from grate and emptying solids from pot.
- Carparks – repairs as required. Paint lines as necessary.
- Signage – removal and installation of street name plates. Installation of public information signage including posts.
- Flags and bunting – placement and removal of flags and bunting throughout the year for various events.
- Cleaning and maintenance of campervan waste disposal area.
- Assist in the running of the NCAS by undertaking shifts to cover sickness or leave.
- Beach Cleaning – removing litter from foreshores above high tide mark and small dead animals.
- Ensure that working area is kept clean and tidy.
- Work safely at all times and in accordance with current Health and Safety Legislation, RTC Policies, handbooks, risk assessments and method statements.
- Use of and routine daily maintenance of various hand tools, power tools, and plant.
- Interdepartmental working as required/necessary.

Driving

- Drive in accordance with permitted categories on licence and the driver's handbook.
- Operate sweeper and refuse vehicles as required following detailed schedules.
- other plant and equipment that we utilise in the pursuit of our activities such as but not limited to zero turn mower, forklift truck, MEWP's but training will be given if staff are required to use them.
- Undertake daily and first use checks on all vehicles before using, ensuring to complete all paperwork.
- Operate vehicles in a responsible manner.
- Do not use a vehicle if it is not fit for use and report as soon as possible.
- Deliver / Collect supplies as required or directed.

Refuse

- Participate as a driver or loader in the collection and disposal of waste from domestic and commercial properties, as well as litter bins located around town on a rota basis.
- Take the RCV to the EFW plant for disposal.
- Deliver new or remove bins from properties and businesses as requested.
- Locate lost bins.
- Installation or replacement of litter bins as required within the town.

Events

Events – TT, MGP, Fireworks, Ramsey Sprint, Remembrance Day, Christmas and any other events arranged:

- Set up and take down of any safety equipment such as barrier, lights, signs, traffic management, road diversions.
- Marshalling/ stewarding for crowd control.
- Additional refuse collections and street cleaning.

Adverse Weather

- assist when the town is experiencing flood events. Clear and grit pavements of snow and ice, concentrating in the main shopping areas and hospital first. Implement emergency road closures (Parliament Street) during storms due to roof tiles flying off. Undertake visual inspections of trees following storm events (training to be given).

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 Team.

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, strimmer's, 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. Refuse vehicles, 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

Works Operative / HGV Driver

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
EDUCATION AND QUALIFICATIONS		
Good level of general education	Desirable	Pre-employment checks
Valid NPTC Certification in the safe use of pesticide PA1 and PA6 (weed spraying)	Desirable	Application and Interview
Valid Certification in the safe use of a chainsaw CS30 and CS31	Desirable	Application and Interview
EXPERIENCE		
Proficiency in a similar role	Desirable	Application and Interview
Experience in general labouring activities which may include concreting, fencing, tree work, street sweeping	Essential	Application and Interview
Experience in the use of general pedestrian mowers and other motorised, electric or battery powered garden machinery and power tools	Desirable	Application and Interview
Experience in the driving of tractors or other similar machinery	Desirable	Application and Interview
Familiarity in the general maintenance of garden and mechanical equipment	Desirable	Application and Interview
Experience of working with procedures relating to safe working practices	Essential	Application and Interview
KNOWLEDGE AND SKILLS		
Effective verbal and written communication skills, with the ability to converse well with a variety of contacts, including members of the public and fellow team members	Desirable	Application and Interview
A clear working knowledge of Health and Safety at Work legislation and the importance of maintaining high standards of health and safety and of completing risk assessments	Essential	Application and Interview
Street-works (chapter 8 Traffic Management) – Signing, lighting and guarding	Desirable	Application and Interview

Ability and willingness to work with interruptions and to undertake all duties expected in the role regardless of weather conditions	Essential	Application and Interview
Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application and Interview
Understanding of the necessity to maintain a clear and tidy working environment and an awareness and ability of appropriate conduct whilst undertaking duties	Essential	Application and Interview
Be capable of receiving and acting upon clear instructions	Essential	Application and Interview
CHARACTER		
Ability to foster good working relationships at all levels	Essential	Application and Interview
A positive work attitude and the ability to remain calm under pressure	Essential	Application and Interview
Willingness and ability to be flexible when required in relation to hours and duties	Essential	Application and Interview
OTHER REQUIREMENTS		
To hold a current full valid HGV driving licence	Essential	Pre-employment checks
Physically fit and capable of performing manual handling operations to lift and carry heavy weights, and to litter pick on foot as part of routine sweeping operations	Essential	Application and Interview
Isle of Man Worker	Desirable	Application and Pre-employment checks

RAMSEY TOWN COMMISSIONERS

Works Operative / HGV Driver

CONDITIONS OF SERVICE

1. APPOINTMENT

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A 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.

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 point 12 (currently £25,033 – pay award pending). 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 monthly directly into the employee's bank account.

4. NORMAL WORKING HOURS

A 5 day – 37 hour week – see Job Description for hours.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 28 days after 10 years' service.

Length of Service	Annual Leave (Days)
On appointment	21
After 1 years	22
After 3 years	24
After 5 years	25
After 8 years	27
After 10 years	28

In addition the appointee will be entitled to public holidays as laid down by the Treasury.

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 Finance Office.

7. DUTIES OF THE POST

See Job Description

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

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 Regulations/Enforcement	Sheltered Housing Authority 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	