



# Role Profile

## Technical Operative

Reference No.	I550.01	Type	Individual
Service	Facilities Management		
Job Family	Technical	Grade	FC4

### Purpose

To provide a specialist internal and external cleaning service across the Council and its partners. This includes providing fast response emergency call out service out with normal working hours

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Carry out initial risk assessment prior to each job to identify any risks within the building/area, including identifying signs of needle/drug use and if required perform a full needle sweep and complete relevant records.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent which demonstrates a satisfactory level of literacy and numeracy

Cleaning qualification such as the British Institute of Cleaning Science – Cleaning Operatives Proficiency Certificate Level 2 or equivalent

Previous experience in the cleaning industry

Ability to provide regular and effective service

**E**   **D**

✓

✓

✓

✓

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Cleaning up of bio hazards, including bodily fluids such as faeces and blood, fumigation of premises for flees etc. use of specialist chemicals	Team Player (Working Together – See How We Work Matters)  Willingness to undertake training	✓	✓
Clearing and cleaning of domestic premises, gardens, sheds and garages for Housing and Social Work, including removal of unwanted items, disinfection of premises and deep cleaning, including the reporting and arranging for the safe keeping of any valuables items found. On occasion this task is carried out in the presence of the resident, who is likely to be a vulnerable adult.	Verbal communication skills (Focus on customers)  Interpersonal Skills	✓  ✓	
Cleaning and sanitation of Police cells following ‘dirty protests’, including blood spillages.			
Cleaning up of areas as directed by the Police for incidents such as RTA and crime scenes, these can on occasion include murder scenes.			
Cleaning of external areas etc. using an industrial high pressure washer.	Comprehensive understanding of Health and Safety at work	✓	
Removing and disposing of fly tipped materials			
Cleaning of various industrial extraction units/canopies, including the clean of the filters and accessible ducting.			
Carrying out the cleaning of the industrial extraction ducting within the premise, including drawing schematic, creating access point within the duct, carry out and recording of testing/measuring the residue within the duct. Create a formal record of the task for building insurance purposes			

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High cleaning of internal and external areas such as ceilings, lighting, flat roofs, windows etc. This will include using 'cherry' pickers and high access equipment.	PASMA trained in the use of platform scaffolding		✓
Cleaning of bus shelter, bus stations and associated areas throughout Fife	MEWP (Mobile Elevating Work Platform) Certificate		✓
Clearing and cleaning of commercial and school kitchen grease traps			
Clearing and cleaning up after floods, fire, etc. including the protection of the fabric building.			
Providing a specialist sanitation and disinfection for schools following outbreaks of Noro type viruses, using a 'fogging' machine.			
Removing graffiti throughout Fife, maintaining the fabric of the structure.			
Completing relevant paperwork to allow jobs to be charged accordingly.	Written communication skills e.g. requisition filing, report writing (Embrace technology and information)	✓	
Carrying out daily checks on the Council vehicle, basic maintenance, including the day to day maintenance of the on-board equipment, tools etc. Reporting faults as required.	Driving Licence (including Class C1 vehicles).(Take ownership)	✓	
Extend politeness and courtesy to members of the public, leaving customers with a good impression of the Council and the Service.			
Maintaining the 24 hour store, including general housekeeping, maintaining stock control and records, and reporting when items need replenished.	Organisational Skills (Deliver results)	✓	
Support Criminal Justice with their 'Pay Back Scheme'.			
Mentoring New Starts and carry out on-the-job training.			
Providing an emergency response to requests from other services/partners.			

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

## Role Profile

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results