



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Location of work	Mobile across Adur and Worthing
Post Title	Grounds Maintenance Operative
Post Number	TBC
Accountable To	Grounds Maintenance Team Leader
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> 1) Colleagues in Parks and Foreshore <u>External</u> 1) General public (park and service users)
Meetings Attended On A Regular Basis	Team Meetings 1-1 meetings (attendee)

Principle Purpose of Job (role summary)

To carry out Grounds Maintenance and horticultural works as part of a mobile team on a variety of sites across the District & Borough ensuring that quality and standards are met.

Main duties, tasks and responsibilities of the post holder

1	Carry out general Grounds Maintenance tasks in Park, Open Spaces, Allotments, Cemeteries including grass mowing and strimming on general amenity areas including maintenance of shrubs and hedges, sweeping, litter collection & premises cleaning as instructed.
2	Carry out horticultural maintenance works to flower beds, shrub beds and hedges as instructed.
3	Carry out Grounds Maintenance works to sports pitches including fine turf sports lawns as instructed.

4	Operate all mowing and other equipment associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues, members of the public and animals.
5	Carry out all daily and periodic machine checks prior to first use ensuring equipment is safe to operate and fit for use as required and recorded accordingly.
6	Report all mechanical defects and maintenance requirements in a timely manner to the Team Leader.
7	Observe all relevant risk assessments and safe systems of work associated with the task and inform Team Leader of any problems as soon as they become apparent.
8	Wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure it is always fit for purpose.
9	Operate all road going vehicles in a manner which ensures the safety of the operator, other colleagues and members of the public by observing all relevant risk assessments and the highways act.
10	Ensure all vehicles and equipment are maintained in a clean and tidy state at all times.
11	Observe all manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.
12	Report incidences of building defects, safety hazards, site security risks, ASB, criminal activity, byelaw infringements, unauthorised camping, traveller activities and anything else which may affect site user enjoyment or the Council's reputation or financial position to the Team Leader.
13	Ensure that any site being worked upon is secure during work and also when the site is vacated.
14	Any other duties commensurate with the post.
14	Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
15	Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
16	Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
17	Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Person Specification

Authority	Adur District Council / Worthing Borough Council	
Directorate/Division	Communities / Environmental Services	
Section	Parks and Foreshore	
Post Title	Grounds Maintenance Operative	
Post Number	TBC	
Accountable To	Assistant Parks and Open Spaces Manager	
Management Responsibility For	None	
Authority to Liaise With	<u>Internal</u> 1) Colleagues in Parks and Foreshore 2) Colleagues in other departments of the Councils. <u>External</u> 1) General public (park and service users)	
Area	Requirements	
Qualifications	Essential	Desirable
	GCSE Maths and English grade C or above (or equivalent qualification) Full current driving licence with B entitlement First Aider at Work Qualified Willing to achieve PA1 & PA6A spraying certificate	Full current driving licence with B+E entitlement Work towards achieving First aid at work qualification
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Experience of operating in a grounds maintenance environment. Working knowledge of health and safety at work. Operation and maintenance of grounds maintenance machinery including ride on mowers.	Health and Safety COSHH training

Skills		
Communication/ Relationship	Able to communicate effectively with Team Leaders and other team members and the General public	
Analytical/ judgmental	Excellent level of attention to detail in order to carry out machinery checks and inspections. Able to follow instructions Awareness of Health and Safety, both personal and third party.	
Planning/ organisational	Able to work effectively and efficiently under own initiative.	
IT	Must be competent in the use of Smartphone and email systems	
Health & Safety	Competence and a good working knowledge of all aspects of health and safety at work including knowledge of relevant legislation eg. COSHH, H&SWA, Risk Assessments Demonstrable experience and competence in carrying out health & safety inspections of grounds maintenance machinery and equipment.	
Abilities		
Physical	Must be able to work within a physical role which will include lifting heavy items, being on your	

	feet and carrying out physical tasks throughout the whole day. Must be able to access sites in all weathers.	
Working conditions	Outside, all weathers can be dirty and dusty.	
Other		