

JOB DESCRIPTION

JOB TITLE	Grounds Maintenance Operative
GRADE	Band E
REPORTING TO	Local Team Leader
JD REF	OPS0030G

PURPOSE

To carry out a full range of grounds maintenance operations, activities and associated tasks in parks and countryside, cemeteries and all associated sites using relevant vehicles, machinery, tools, equipment and materials specific to the task. Work to be undertaken in an approved manner with emphasis on safe working practices having regard to colleagues and members of the public.

MAIN DUTIES AND RESPONSIBILITIES

1. Carry out skilled craft operations including the use of pesticides, interpretation of plans, site preparation and construction, soft and hard landscaping and setting out pitches and to maintain areas to the desired standard of care.
2. Carry out horticultural, arboricultural and sports grounds maintenance of parks, golf courses, coastal areas, open spaces, cemeteries, highways and allocated sites to the agreed quality standard and with the relevant training and experience.
3. Participate in the execution of all work by the team ensuring the quality of standards and that standards of maintenance are appropriate to site of work and relevant to the needs of the community, service users, visiting public and customers.
4. Assist where relevant the Local Team Leader to ensure the correct location, setting out and excavation of graves in accordance with instructions from the Cemeteries Registrar and to assist at interments, including the officiating at funerals when required.
5. Drive any allocated vehicle including tractors and ancillary equipment.
6. Maintain associated records of work and administrative procedures.
7. Clean public buildings (e.g. changing rooms and toilets).

8. Ensure compliance with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for health and safety. Complying with own safety responsibilities, co-operating with management in all respects.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Good Communication skills.
- An understanding of and an ability to deliver excellent customer service to internal and external customers.
- Parks management involving supervision of staff.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- City & Guilds phase2 or equivalent in Horticulture or related industry.
- PA1/PA6 or other approved pesticides certificate.
- Work without direct supervision.
- Use of full range of Horticultural and associated mechanical equipment including ride on machines and tractors.
- Knowledge of Health and Safety.

ADDITIONAL INFORMATION

The hours worked will be those currently in place for the specific site worked according to service needs.

Ability to work flexible hours with occasional evening, weekend and bank holiday work.

DATE OF APPROVAL: 21/02/2020

APPROVED BY: MARY WORRAL

