



# Job Description & Person Specification

Job Title:	Grounds Maintenance Operative	Job Reference:	
Service:	Environmental Service		
Location:	Portway Depot (Andover)	Grade:	Hay Grade 4
Reports to:	Street Scene Supervisor		
Date:	January		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>			
<b>Main job purpose</b>			
Working without supervision, to undertake a full range of general grounds maintenance duties.			
<b>Main responsibilities and duties/ Principal Accountabilities</b>			
1. To carry out, unsupervised, the full range of grounds maintenance activities such as weed spraying, grass cutting, shrub pruning, bedding planting etc., to the requested frequency and standard. Liaising with the Supervisor or Team Leader, on an infrequent basis, to ensure that all these activities are carried out within the set guidelines of the specification and/or law and horticultural good practice.		75%	
2. To ensure that all paper work is completed on time and all inspection forms or work records are correct and up to date		10%	
3. Inspecting all vehicles and plant daily and ensuring that any defects are appropriately reported to the Transport Business Unit and line manager and all related records, logs or reports are kept or shared in line with Council procedures.		5%	
4. To assist in some operations where the post holder has not got the appropriate skills or experience. This will be carried out working alongside a competent person who either has the qualifications or experience to do so.		10%	

**NB** The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

### **Supervision and management**

No direct reports.

### **Resources**

The postholder will be responsible for:

- keeping and maintaining relevant equipment provided to them/their team in order to fulfil their role/s
- keeping and maintaining a vehicle/s provided to them/their team in order to fulfil their role/s

### **Contacts and relationships**

The post holder may have contact with members of the public, council officers, councillors and clients.

### **Working environment**

- This is an outdoor based role.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- Will involve handling of chemicals, and contact with unknown substances and materials.
- Contact with the public with risk of challenge or abusive behaviour.
- The post requires a lot of walking standing, bending, and lifting throughout the day.
- Working independently/as part of a small team to undertake arduous and often repetitive work

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>
Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	
<b>Educational and professional qualifications</b>	
Driving Licence	E
Full Driving Licence and trailer entitlement	D
Formal horticultural qualification	D
NPTC chainsaw certification	D
NPTC Application of herbicides	D
Formal Health and Safety qualification	D
Knowledge of shrubs and fine turf at level 1,2,3 NVQ	D
<b>Knowledge</b>	
Knowledge of shrubs and how to maintain them	D
<b>Experience</b>	
Experience of maintaining public landscaped areas	E
Direct working with the public	E
Understanding of Local Government services	D
Use of commercial mowers, hedge cutters, strimmers and blowers	D
Planting and maintaining seasonal floral bedding displays	D
<b>Key skills</b>	
Be able to lift 20kg load from ground level to 1m high platform	E
Able to work in outdoor environment in all types of weather	E
Flexibility to undertake different tasks in various locations from day to day	E
Ability to establish a good working relationship with a range of people	E
Good oral and written communication skills	E
<b>Personal qualities and behaviours</b>	
Enthusiastic and self motivated	E
Relate well to the public and members	E
Good self presentation	E
Able and willing to take individual responsibility for work and daily priorities	E
Able to work as a team member or alone	E
Diplomatic and tactful	E
Able to use own initiative	E
Willing to undertake outdoor work in all weathers	E

## Other Factors

This role requires a uniform and PPE to be worn  
Evening and weekend working may be required

There are bars imposed within the Hay Grade for this post:

4.1 – Must be able to drive

4.2 – Must be able to drive with a trailer

4.3 – Must have the following – PA1/6, Chipper, NVQ level 1 in Horticulture or Fine Turf or equivalent by experience.

## Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

**Health and Safety** - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

**Safeguarding** - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

**Equalities** – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

**Social Media** - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

**Financial** – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

**Risk Management** - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.