

JOB DESCRIPTION

POST TITLE: **GROUNDS MAINTENANCE OPERATIVE**

POST NUMBER: **SS23**

GRADE: **C**

RESPONSIBLE TO: **Grounds Maintenance Team Leaders**

RESPONSIBLE FOR: **N/A**

LIAISON WITH: **Internal staff and Members of the Public**

KEY CORPORATE ACCOUNTABILITIES:

To assist with the delivery of seasonal Grounds Maintenance operations at various locations within the Mid Devon District.

The objective of the Grounds Maintenance team is to maintain a pleasant, welcoming and enjoyable environment for residents and visitors.

KEY SERVICE ACCOUNTABILITIES:

1. Contribute to the performance of the team; ensuring we maintain a high standard of service and support the Team Leader and Operations Manager in making sure the Grounds Maintenance Department offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
2. Act as an ambassador for the Council by being professional, courteous and helpful.
3. To ensure health and safety standards, processes, housekeeping and security are adhered to through regular checking, including: vehicle checks, equipment/machinery checks and site inspections.
4. Carry out grass cutting and strimming as and where instructed according to the grass schedules and the standards required, including litter picking and clearing of paths.
5. Carry out hedge cutting at various locations across Mid Devon to the specified standards as instructed by the Team Leaders
6. Carry out seasonal maintenance of flower and shrub beds, gardens of remembrance and other cemetery work according to our schedule.
7. Carry out digging, hoeing, weeding, bedding, planting/replanting at various locations across Mid Devon as instructed.
8. Carry out maintenance, clearance, litter picking and tidying in the Cemeteries and assist with digging graves.
9. Carry out watering of flower planters, baskets and formal displays as necessary.

10. Carry out tidying and clearance of Council owned areas as directed.
11. Assist the ad hoc team with tree/arboriculture work.
12. Assist in the eradication of evasive plants and weeds, and encroaching grass and vegetation from pathways and roads
13. Undertake any other comparable duties within the Grounds Maintenance Department commensurate with the grading of the post – e.g. sand bag filling, snow clearance, grid and grating clearance.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

Date: June 2018

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

GROUNDS MAINTENANCE OPERATIVE

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• Literate and numerate to understand work instructions, safety detail and quantity specification • Ability to interpret work instruction and deliver/complete tasks to the appropriate standards	• Experience of working in Cemeteries (grave digging). • Safe use of pesticides PA1 PA6 PA06A PA06W. • Qualification for use of 360 degree excavator. • Certificate in Horticulture, RHS or City and Guilds level 2 or above. • First Aid Certificate • Horticultural experience • Experience of ride on mowers, heavy duty strimmers and tractor use
Knowledge and Expertise:	• General knowledge with regard to grass cutting and strimming • General knowledge with regard to gardening tools and grass cutting machinery • General knowledge of horticultural work • Knowledge of Manual Handling Principles. • Good knowledge of Health & Safety • An awareness of Risk Management.	• Knowledge of First Aid. • Knowledge of spraying activities. • Knowledge of cemetery operations
Skills:	• Good communication skills. • Ability to work on own initiative as well as part of a team.	
Personal Attributes:	• Reliability • Conscientious, efficient, hardworking and adaptable. • Ability to deal with a regular routine task throughout extended periods. • A willingness to undertake further training to enhance the individual and department	

Special Requirements:	• Committed to equality of opportunity and understanding of diversity issues. • Physically fit. • Flexibility towards working days and hours. • Hold a full manual driving licence.	• Trailer towing entitlement on driving licence, or CPC driver qualification.
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June 2018