JOB DESCRIPTION

POST TITLE: **GROUNDS MAINTENANCE OPERATIVE (AD HOC WORK)**

POST NUMBER: **SS24**

GRADE: **C**

RESPONSIBLE TO: **Street Scene Team Leaders**

RESPONSIBLE FOR: **N/A**

LIAISON WITH: **Other Street Scene staff, members of the public and other officers of the Council**

KEY CORPORATE ACCOUNTABILITIES:

To be part of the Street Scene Team as a Grounds Maintenance Operative (additional duties) assisting with the delivery of seasonal grounds maintenance operations at various locations within the district as identified in the Corporate Plan.

The objective of the team is to provide a high level of customer service while maintaining a pleasant, welcoming and enjoyable environment for residents and visitors.

KEY SERVICE ACCOUNTABILITIES:

1. Carry out; grass cutting, strimming and hedge cutting as and where instructed or according to the grass schedules and to the standards required. This also includes litter picking and clearing of paths.

2. Carry out; seasonal maintenance of flower beds/shrub beds/gardens of remembrance in the cemeteries. This also includes; maintenance, clearance, litter picking and bin emptying according to our schedule or as directed.

3. Carry out; planting, weeding, digging, hoeing and watering of flower planters and formal displays as necessary.

4. Assisting in the eradication of evasive plants and weeds, and encroaching grass and vegetation from pathways and roads.

5. To undertake pre start checks on vans, plant and other vehicles up to and including 3.5 tonne (B licence) classification as required in accordance with manufacturer's recommendations as stated within the operations manuals and to include the completion of daily defect sheets.

6. Contribute to the performance of the team, ensuring we maintain a high standard of service and support the Team Leader in making sure the team offers a customer focused service to help achieve continuous improvement and innovation in service delivery.

7. Act as an ambassador for the Council by being professional, courteous and helpful.

8. To ensure; health and safety, safe systems of work, standards, processes and housekeeping are adhered to through regular checking and cleaning of; vehicles, equipment/machinery and working sites.

9. To work on your own initiative and perform day to day tasks unsupervised when necessary.

10. To follow both written and verbal instructions from the Team Leader.

11. To complete mandatory skills training including; health and safety training and industry updates as required.

12. Undertake any other comparable duties within the service commensurate with the grading of the post to include and not limited to; sand bag filling, snow clearance, grid and grating clearance, litter picking and assisting with Waste; catch up, tidying and clearance.

ADDITIONAL DUTIES:

1. Carry out arboriculture work from the ground, including; felling of small trees, crown raising and clearance of wind blown or broken trees/limbs as required as part of a response team and general maintenance.

2. Carry out cemetery operations to include; digging and filling of graves using manual and mechanically operated machinery and the use of manual and hydraulic shoring equipment as requested by the service.

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 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: March 2019

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	*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*
Changing & Improving	*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*
Making Effective Decisions	*You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions*
Delivering Quality, Value & Pace	*You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner*
Leading by Example	*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*
Communicating & Influencing	*You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others*
Building Capability	*You focus on continuous learning and development for self, others and the organisation as a whole*
Collaborating & Partnering	*You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support*

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 (AD HOC WORK)

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• Basic literacy and numeracy to understand work instructions, safety detail, and quantity specification • Ability to interpret work instruction and deliver/complete tasks to the appropriate standards • Hold a full manual driving licence (B licence) • Experience and recognised qualifications in arboriculture work • Experience and recognised qualifications relevant to working in cemeteries including grave digging using mechanical diggers and shoring equipment	• Safe use of pesticides PA1/PA6 • First Aid Certificate • B+E trailer towing
Knowledge and Expertise:	• Knowledge of working in cemeteries • Knowledge of arboriculture work • General knowledge with regards to grass cutting, strimming and the machinery used • General knowledge of horticultural work	
Skills:	• Good communication skills • Ability to work on own initiative as well as part of a team • Ability to meet agreed standards and targets • Able to deal with a regular routine task for extended periods	
Personal Attributes:	• Be physically fit with the ability to lift difficult and bulky loads • Be conscientious, reliable, efficient, hardworking and adaptable. • A willingness to undertake further training to enhance individual and department performance • Open to change • Committed to equality of opportunity and understanding of diversity issues • To have an awareness of Health & Safety	

	• To have an awareness of Risk Management	
Special Requirements:	• Flexibility towards working days and hours due to the seasonal nature of the role • Able to work outdoors for prolonged periods in inclement weather through the year	