

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Open Space Service – Casual Worker |
| HBC Grade: | **HBC3** |
| Service: | **Environment and Regeneration Directorate** |
| Division: | **Environment Services – Street Scene** |

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| **Main Purpose of the Role** |
| To undertake horticultural, cleansing and cemetery related duties within the Borough of Halton. |

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| **Key Duties**  |
| **1** | To work within the Open Space Service to deliver landscape maintenance, cleansing and cemetery related tasks Boroughwide. This will include a full range of horticultural tasks, cleansing tasks and grave excavation works.  |
| **2** | Driving the Divisions vehicles as part of day to day duties which can include, utility vehicles, ride-on mowers, vans, tractors, diggers, mechanical sweepers or other specialist equipment. This will require the holding and maintaining of a full UK Driving Licence. |
| **3** | Hold and maintain relevant qualifications to enable the day to day work tasks to be undertaken effectively. To undertake relevant training as directed by management. |
| **4**  | Required to work as part of a team or alone outdoors in all weather conditions. |
| **5** | Facilitating the delivery of public events including monitoring public conduct. |
| **6** | To report defects and to keep accurate work records and time sheets. |
| **7** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
|  | Level 2 qualification or equivalent in a land based or cleansing discipline.Level 3 land based qualifications.GCSE qualifications or equivalent in English and Maths at level C. | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of working as part of a team and alone. | Basic knowledge of horticultural or street cleansing. | Be able to use horticultural and street cleansing tools and machines. | Application / Interview /Assessment |
| Experience of working in a public service environment. | Knowledge of safe working practices. | Be able to complete work record sheets, time sheets, vehicle check sheets etc. accurately and with a good standard of written English.  | Application / Interview /Assessment |
|  |  | Be able to follow instructions. | Application / Interview /Assessment |
|  |  | Be able to work outdoors in all weather conditions. | Application / Interview /Assessment |
| **DESIRABLE** | Previous experience in the use of specialist powered horticultural or cleansing machinery. | Able to identify a variety of plant species. | Able to operate specialist horticultural or cleansing machinery. | Application / Interview /Assessment |
| Previous experience of using Ride-on mowing machinery. |  |  | Application / Interview /Assessment |
| Previous experience working within a parks or a cemetery environment. |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Full UK Driving Licence with B and B1.  |  | Interview / Assessment / Documentation  |
| The post holder will be required to work out of any Council depot as required. |  | Interview / Assessment / Documentation |
| A uniform will be provided and must be worn at all times whilst in the workplace. |  | Interview / Assessment / Documentation |
|  | Must be available to work evenings and weekends. |  | Interview / Assessment / Documentation |
|  | Possesses good language skills and is able to communicate effectively with members of the public. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.