

## Job Description

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| <b>Job Title</b>    | Grounds Maintenance Operative (Grave Digger/Gardener/Tractor Driver) |
| <b>Grade</b>        | Band E                                                               |
| <b>Reporting To</b> | Grounds Maintenance Supervisor                                       |
| <b>JD Ref</b>       | OPS0030G                                                             |

### Purpose

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

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Grounds Maintenance duties & responsibilities:

- 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.
- 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.
- 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.
- Drive any allocated vehicle including tractors and ancillary equipment.
- Clean public buildings (e.g. changing rooms and toilets).
- Maintenance of play areas including inspection of all types of play equipment including installation.
- Assist in the delivery and maintenance of a cost-effective service within the service budget.

#### Communication and Engagement and Training:

- 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.

- Contact with Members of the Public and other agencies i.e. Friends Groups, Facility users, Contractors, Funeral Directors etc.

#### **Data Analysis and Decision-Making:**

- Work to schedule. Managing personal workload and responding to changing priorities and objectives as required.
- Maintain associated records of work and administrative procedures.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- 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.
- Assist the Local Team Leader by bringing to their notice any contraventions of the Cemeteries Rules and Regulations, Park By-Laws or current legislation.

#### **Other:**

- Any other duties commensurate with the grade.
- Expected to deal with day-to-day operational issues. Escalating more complex issues and problems to the Local Team Leader.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- Full Driving Licence
- *Desirable - City & Guilds phase2 or equivalent in Horticulture or related industry.*
- *Desirable - PA1/PA6 or other approved pesticides certificate.*

#### **Knowledge & Skills**

- Good Communication skills.
- An understanding of and an ability to deliver excellent customer service to internal and external customers.
- *Desirable – Able to work without direct supervision.*
- *Desirable – Use of full range of Horticultural and associated mechanical equipment including ride on machines and tractors.*
- *Desirable – Knowledge of Health and Safety Regulations.*
- *Desirable – Presentation skills.*
- *Desirable – Computer Skills.*
- *Desirable – Ability to develop and motivate staff.*



- *Desirable – Ability to develop working relationships with other Council Staff, Community Groups, Users and other bodies such as ‘Friends’ groups.*
- *Desirable – Interpretative Skills e.g. plans.*
- *Desirable – Knowledge of Green Flag Awards.*

## Experience

- Experience in parks management involving supervision of staff.
- *Desirable - A wide range of horticultural experience and skills including parks, cemeteries, arboricultural and sports and artificial surfaces.*
- *Desirable - Dealing with the public and voluntary groups.*
- *Desirable - Working with the maintenance of a wide range of Horticultural disciplines including parks, cemeteries, arboriculture, sports and artificial surfaces.*
- *Desirable - Use a full range of horticultural and associated mechanical equipment including ride on machines and tractors.*
- *Desirable - Organising events/talks.*

## Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

## Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working with dust or fumes
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Working with vibrating equipment / tools
- Exposure to Noise (>80dbA)
- Lone working
- Working outside
- Driving duties
- Driving LGV or PCVs

**Approved By: SENIOR MANAGER, PARKS, COAST & COUNTRYSIDE**

**Date Of Approval: 21<sup>ST</sup> FEBRUARY 2020**

