



Job Description & Person Specification

Job Title:	Grounds Maintenance Operative	Job Reference:	50360811 50360744 50360728
Service:	Environmental Service		
Location:	Portway Depot, Andover or Bourne House Depot, Romsey	Grade:	Hay Grade 4
Reports to:	Street Scene Supervisor		
Our Values – we expect all of our employees to live by and demonstrate the Council’s five key values			
Accountable, Ambitious, Empowering, Inclusive, Acts with integrity			
Main job purpose			
Working without supervision, to undertake a full range of general Grounds Maintenance duties.			
Main responsibilities and duties			
<ol style="list-style-type: none">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 practice2. To ensure that all paper work is completed on time and all inspection forms or work records are correct and up to date3. 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.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.			

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

Reports to Street Scene Supervisor Grounds, no reports

Resources

N/A

Contacts and relationships

Daily contact with the Street Scene Team leader Grounds and Supervisor, regular contact with the ES management team and ad hoc contact with the public

Working environment

- Working independently / as part of a small team to undertake arduous and often repetitive work
- 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 is physically demanding requires the use of hand held machinery, operative operated machinery, walking standing, bending, and lifting throughout the day.

Progression in post (career graded)

There are bars imposed within the band these being to reach:

4.3 – Must be able to drive

4.4 – Must be able to drive with a trailer

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

CRITERIA	ESSENTIAL DESIRABLE
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.	
Educational and professional qualifications	
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
Knowledge	
Knowledge of shrubs and how to maintain them	D
Experience	
Experience of maintaining public landscaped areas	E
Direct working with the public	E
Desirable	
Understanding of Local Government services	D
Use of commercial mowers, hedge cutters, strimmers and blowers	D
Planting and maintaining seasonal floral bedding displays	D
Key skills	
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
Personal qualities and behaviours	
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 Willing to undertake outdoor work in all weathers	E E
Other Factors	
Uniform must be worn	
Corporate Responsibilities	
<p>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:</p> <p>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.</p> <p>Safeguarding - To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults). (Agreed wording from Louisa, however, I am not sure this will mean something to candidates).</p> <p>Equalities – Test Valley Borough Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age.</p> <p>No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.</p> <p>Social Media - You 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.</p> <p>Financial – You are required to adhere to financial policies and to undertake tasks/training in that context as required.</p> <p>Updated July 2018</p>	