

## JOB DESCRIPTION

<b>Job Title</b>	Grounds Operative		
<b>Service</b>	Regulatory & Operations		
<b>Reporting to</b>			
<b>Grade</b>	14		
<b>Evaluation ref:</b>	SCG1342	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
To carry out a variety of operational roles in a flexible manner, to promote a clean and attractive environment for residents and visitors within the district.			
<b>Accountabilities</b>			
<p><b>Operational Duties</b></p> <p>To undertake all grounds/horticultural operations to a high standard. Duties include but are not limited to highways, highway verges, cemeteries, public spaces, landscaped areas, including grass/hedge maintenance, weeding, clearing leaves, clearing shrub beds, pruning, planting shrubs, summer bedding and seeding, removal of graffiti and fly posting.</p> <p>Conduct winter water course management, consisting of water course clearance as part of flood prevention. Use of pedestrian and mechanical sweepers to remove litter, leaves, glass, dumped rubbish. Using chemical weed control, where appropriate and with suitable training and supervision.</p> <p>Provide grounds/horticultural/cleaning operations as part of Housing contracts, working to strict SLAs.</p> <p>Responsible for flood management, sand bagging as part of emergency protocol. Any other reasonable duties of a similar nature requested by supervisors or managers.</p> <p><b>Animal Disposal</b></p> <p>Recovery and proper disposal of dead animals within public areas.</p> <p><b>Customer Service</b></p> <p>Respond to enquiries from members of the public in a courteous manner promoting a positive image that enhances the reputation of the Council. Maintain professionalism and integrity in all interactions with members of the public.</p> <p><b>Machinery</b></p> <p>To operate powered hand tools (where appropriately qualified and trained) such as leaf blowers, strimmer's and mowers, mechanical sweepers. Clearance of snow and ice from public highways and other public places using hand equipment.</p>			

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### Vehicle Use and Maintenance

To drive and maintain a range of vehicles and plant including LGV vehicles (where appropriately qualified and trained) including vans, pickups, towing trailers, precinct sweepers, pedestrian mowers, and ride on mowers.

Carry out basic care and maintenance of vehicles and equipment, including checking fluid levels, tyre pressures and wear, bulbs etc. and to maintain vehicles and equipment in a clean and tidy manner.

Carry out twice daily defects checks on any vehicles or ride on mowers, and report defects to management.

### Reporting

To report to the Area Supervisor any environmental issues e.g., potholes, damage to street furniture, vandalism, graffiti, fly tipping and fly posting, and to assist in the collection evidence where enforcement might be necessary.

### Administrative Duties

Responsible for completion of documentation e.g., work sheets, time sheets and other records as appropriate.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Competent knowledge to Comply with COSHH regulations and Health and Safety at work Act.	X	
Must have an understanding and knowledge base of Outlook, Word and Teams and possess the ability to learn new systems.	X	
<b>Experience</b>		
<b>Qualifications / Registrations / Certifications</b>		
Good standard of education	X	
Level 2 Certificate of Competency in the safe use of ride-on lawnmowers	X	
Full UK Driving licence.	X	
NVQ level 2 in Horticulture.		X
Routine Playground Inspection qualification.		X

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Chapter 8 NRSWA 002 Signing, Lighting, and guarding & Excavation of the Highway.		X
Excavator 360 mini digger qualification.		X
PA1 and PA6 Pesticide Training.		X
Hiab training.		X
<b>Skills</b>		
Outdoors manual working and demonstrates the ability to use hand-operated equipment appropriate for the role.	X	
Takes care to evaluate environmental issues.	X	
The post holder will be expected to conduct activities that require manual dexterity and physical co-ordination for the role.	X	
The post holder will be expected to manoeuvre heavy objects such as bagged materials and resources.	X	
Adapts work style to suit changing circumstances, such as weather conditions and volume of pedestrians.	X	
<b>Working Conditions</b>		
Working outside/no regular office base, in all weather conditions Exposure to disagreeable, unpleasant or hazardous environmental working conditions		
<b>Dimensions of the role</b>		
<p>No Direct Reports</p> <p>No budgetary responsibilities</p> <p>Operatives will experience a variety of work depending on the season or events.</p>		
<b>Working Arrangements</b>		
The post holder may be required to undertake duties outside of normal working hours e.g., early morning watering, clearing up after fairs and Carnival		
<b>Corporate Accountabilities</b>		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: