



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: February 2019

DETAILS OF POST

Job Title: Groundsman Operative

Department: Neighbourhoods

Salary Range / NJC Scale: £17,364 - £18,426 per annum. *Pending Pay Review* **Scale Range:** 1-4

Hours of work: Full Time, 37 hours per week
(with some requirements to work weekends and / or evenings)

Status: 1 Year Fixed Term

Responsible to: Neighbourhood Services Supervisor

Contacts: The post holder should expect to have contact with:

- Town Council Councillors and employees
- members of the public
- project and community representatives
- contractors, suppliers,
- other Council service users

JOB PURPOSE

The main purpose of the role is to:

Act as Groundsman Operative for Trowbridge Town Council to carry out associated tasks and provide an effective and clean street scene environment including; the town park, town centre, floral beds, closed church yards, play and open recreational areas. This will also include fulfilling maintenance services under the direction of the Neighbourhood Services Supervisor.

This involves:

Providing street and other cleaning services of a high standard throughout the town.
Ensure the safe operation of the sweeper and other machinery, including compliance with all road Highway and Regulations.
Also demonstrate professionalism particularly when working out in the public view.

MAIN DUTIES & RESPONSIBILITIES

KEY Accountabilities:

- General repairs, cleaning and maintenance of the Town Council's property, plants and equipment to include: play and recreational areas, churchyards, car parks, bus shelters, storage areas
- Assist with the provision of assets for events and provide assistance to the Events and Community Capacity Officer
- Under the direction of the Neighbourhood Services Supervisor, be responsible for the care and maintenance of recreational areas including weeding and detritus cleaning using appropriate equipment provided
- To be responsible for street scene clearance, graffiti removal, signage maintenance, street furniture maintenance and cleaning of rubbish bins
- To monitor the floral display implementation, for the spring, summer, autumn and winter schedules. This will include all floral beds, tubs, towers and hanging baskets
- Assist in clearing and gritting footpaths during the winter period within the town
- Assist with the inspection and monitoring of Parish Steward Works
- Assist the Neighbourhood Services Supervisor with general tasks
- Monitor and report on Barrowman and Mechanical sweeper services
- Provide park lake and river maintenance and enhancement
- Assist with the volunteers when carrying out works on green environmental projects
- To drive and Maintain Town Council vehicles as appropriate
- To Deliver a quality service of work within the Town and to ensure that efficient street sweeping records are maintained
- To undertake training as designated by the Neighbourhood Services Supervisor and as recommended by specific regulation related to the equipment being used

Key Tasks are to:

- Identify and undertake general repairs, cleaning and maintenance of the Town Council's property, plant and equipment.
- Assist with the care and maintenance of the Council's recreational areas.
- Provide general repair and maintenance works on facilities and buildings.
- The responsibility for the smooth running of the Town Council is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with or take on additional duties and responsibilities, which are in line with your grade.

General:

- The post holder has personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
- Occasional additional evening or weekend hours will be required to assist with town events.
- This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other duties which it would be reasonable for the Town Council to ask as part of the role

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue.

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

PERSON SPECIFICATION – Groundsman Operative

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • No formal qualifications • Full Clean UK Driving Licence 	<ul style="list-style-type: none"> • NVQ Horticulture or equivalent • First Aid Training • Manual Handling
Experience	<p>Experience of working in a similar environment</p> <p>Experience of Horticulture maintenance</p>	<ul style="list-style-type: none"> • Health & safety operating procedures • Experience in customer service
Knowledge & Understanding	<ul style="list-style-type: none"> • General maintenance and use of tools • Health and Safety awareness • Food Hygiene awareness 	<ul style="list-style-type: none"> • Local Government • Manual handling
Skills & Aptitude	<ul style="list-style-type: none"> • Able to communicate effectively verbally with a wide range of people • Able to organise workload effectively and on own initiative • Able to work some evenings and weekends • Be physically fit and able to lift equipment • Ability to work as a team 	<ul style="list-style-type: none"> • Access to Own transport • Self-starter / shows initiative • Flexible approach to working • Willingness to learn