



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: December 2020

DETAILS OF POST

Job Title: Grounds Operative

Department: Neighbourhood Services

Salary Range / NJC Scale: £17,842 - £18,933 per annum Scale Range 1 - 4

Hours of work: Part Time, Hours Minimum 18.5
(with some requirements to work weekends and / or evenings)

Status: 1 Year Fixed Term

Responsible to: Neighbourhood Services Officer

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:

To act as Grounds Operative for Trowbridge Town Council to carry out associated tasks to provide an effective Street scene environment including; Streets, pavements and adjacent green infrastructure, The town park, town centre, floral beds, closed church yards, play areas and open recreational areas with maintenance services under the direction of the Neighbourhood Services Officer.

MAIN DUTIES & RESPONSIBILITIES

KEY Accountabilities:

- General repairs, cleaning and maintenance of the Town Council's property, plant 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 Events
- Under the direction of the Neighbourhood Services Officer, 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
- Supervise probation service (community pay back) workers

- Provide leave and sickness cover for the Head Grounds Operative
- Assist the Neighbourhood Services Officer with general tasks (public and councillor street scene reports)
- Monitor and report on Barrow and Mechanical sweeper services
- Provide park lake and river maintenance and enhancement
- Assist with the volunteers when carrying out works on environmental projects
- Provide guidance for youth service staff, reparation and positive youth activities
- To drive and be responsible Town Council vehicles

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 – Grounds Operative

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • No formal qualifications 	<ul style="list-style-type: none"> • NVQ Horticulture or equivalent • First Aid Training • Manual Handling
Experience	Experience of working in a similar environment	<ul style="list-style-type: none"> • Health & safety operating procedures • Experience in customer service • Experience of Horticulture maintenance
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"> • Full clean drivers licence • 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"> • Outgoing attitude • Access to Own transport • Well organised • Self-starter / shows initiative • Flexible approach to working • Good team worker • Willingness to learn