

Grounds Maintenance Operative			
Reference No.	A4613	Generic/Individual	Generic
Service	Grounds Maintenance Service		
Job Family	Technical	Grade	FC4

Purpose
Responsible for assisting the area delivery of grounds maintenance function and related operations, ensuring the development and delivery of sustainable service provision at local Area/Ward level. Working in all weather conditions undertaking work in public parks, playing fields, landscaped areas and similar open spaces.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Carrying out general ground maintenance e.g., grass cutting, hedge trimming, ground level chainsaw operations, spraying operations with herbicide, hand weeding and maintaining landscapes areas and open spaces.	PA1 and PA6 AW Spraying Certificates Previous experience in ground maintenance works (Deliver results - See 'How We Work Matters' Framework)	✓	✓
Carrying out environmental improvement works including, slab laying, fencing, drainage works, shrub and tree planting, and grass seeding operations, as instructed.	SVQ Level 1 or 2 in Amenity Horticulture or other relevant subject		✓
Operating equipment, tools and plant in the provision of grounds maintenance activities including ride-on and pedestrian grass cutting machinery, tractors, quadbikes and associated hand held powered equipment.	Experience in driving/operating relevant grounds maintenance plant and hand-held equipment Driver Certificate of Professional Competence (CPC) Specific machine training		✓ ✓ ✓
When required, drive appropriate vehicles to effectively carry out tasks including service vehicles and trailers	Current valid driving licence		✓

Role Profile

Correctly mixing appropriate fuels for tools and equipment using correct materials.	Awareness and compliance with Health & Safety, COSHH and Risk Assessments (Take ownership)		✓
Inspecting and carrying out daily maintenance checks on vehicles and specialist equipment as per operational guidance, reporting any defects to Fleet Services or line manager	Current driving licence, Working knowledge of legislation relative to Service requirements		✓
Cleaning public facilities and replacing toilet supplies with due regard to security, maintenance and repair.	BISC		✓
Administering the safe use and allocation of facilities, e.g. sports pavilions, boats, bouncy castle and car parks. Ensuring buildings are securely locked at closing	Interpret reports	✓	
	Customer Service skills	✓	
Inspect and maintain bridges, footways, water course grids etc	Interperate work instructions	✓	
Undertaking regular inspections of service assets, logging standards and take appropriate remedial action if standards are unsatisfactory. Check on equipment and associated service assets for obvious hazards, and potential failures. keeping all appropriate records of inspections carried out.	Experience and knowledge of working within a health and safety conscious environment	✓	✓
Including play park equipment and associated apparatus, signage, seating, soft and hard surfaces: Note this list is not exhaustive	Ability to understand and quantify risk		
	ROSPA approved inspection certificate or equivalent		✓
Undertaking constructional labouring work and the erection and dismantling of sports and other play apparatus including swings, slides and outdoor fitness equipment.	Team working skills (Work together)	✓	
Effectively and efficiently completing daily work plans to set standards ensuring compliance with service procedures	Ability to plan tasks		✓

Role Profile

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Complying with all Service health and safety rules and procedures and ensuring accurate completion of any relevant documentation.	Relevant Health & Safety training		✓
Undertaking other general labouring duties including manual snow clearing.	Ability to undertake manual outdoor work in all weathers	✓	
Undertake winter maintenance duties including snow clearing footpaths, spreading salt/grit, operating tractor plough and spreader	Driving licence Experience of winter maintenance work		✓
Liaising with the GM Chargehand on a daily basis whilst accurately completing daily routine and ad hoc work records.	Good Communication skills	✓	
Assisting the GM Chargehand in directing and co-ordinating the staff and workload within a geographical area.	CMI SCQF level 6 Award in First Line Management (S6A1) or equivalent		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is included in appendices:

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

The following information is included in appendices:

- Structure Chart
- Skills Framework (if applicable)
- **How** we work matters

You will be expected to work in any location or in any Service of the Council providing support as and when required to achieve the overall aims of the organisation.

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results