



JOB DESCRIPTION

POST:	Grounds Maintenance Operative
DEPARTMENT:	Public Realm
REPORTING TO:	Operations Officer
RESPONSIBLE FOR:	No direct reports
GRADE:	3

MAIN JOB PURPOSE:

To directly deliver a range of grounds maintenance services of a practical and physically demanding nature to the public. This will include use of specialised vehicles, machinery and equipment.

To work collaboratively and flexibly with colleagues in other operational delivery teams to fulfil the corporate priorities of Mid Suffolk and Babergh Councils.

To complete a range of tasks within Housing Communal areas and garage sites.

To provide a seamless service across the Public Realm service area.

DUTIES AND RESPONSIBILITIES:

Works with others to provide a service to maintain the grounds of open spaces, playing fields, communal areas, garage sites, shrub beds, trees, hedges, ditching and grassland.

To provide amenity horticulture, operational skills, using technical knowledge within set procedures

The post holder will work in close association with colleagues in the Public Realm, Housing and Waste teams and also with people from other teams and services across the councils.

The post holder will work in collaboration with other external organisations ie Sudbury & Stowmarket town council staff.

Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the

jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes**

- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
1. NVQ level 2 in Amenity or National Certificate in Amenity Horticulture or equivalent skills gained through experience.	A/I
2. Experience in using knapsack spray. National Proficiency Test Certificate PA1 and PA6.	A/I
3. National Proficiency Test Certificate in basic chainsaw maintenance and use CS30 and CS31.	A/I
4. Full clean driving licence Class C1 + E (ability to tow a trailer)	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
1. Proven ability in the use of a range of grounds maintenance machinery and equipment	A/I
2. Knowledge and experience of pruning shrubs and trees	A/I
3. Ability to use a tractor with a wide range of tractor mounted turf equipment.	A/I
4. Knowledge of maintenance of winter and summer games playing fields.	A/I
5. Experience of driving ride on grass cutting machinery.	A/I
6. Experience of driving a tractor and associated equipment including hedge cutting with a side arm flail.	A/I

7. Experience of using pressure washing equipment for path cleaning/graffiti removal	A/I
8. Experience of driving whilst towing a trailer.	A/I
9. Experience of carrying physically demanding manual work in all weather conditions.	A/I
SKILLS/ATTRIBUTES (e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)	
1. Basic IT skills required for mobile working/recording purposes.	A/I
2. Ensures that all operational activities completed are conducted to comply with health and safety requirements and able to undertake a dynamic risk assessment for all work undertaken.	A/I
3. Ability to make day-to-day decisions about own workload.	A/I
4. Basic literacy and numeracy skills to complete work sheets and other necessary documentation	A/I
5. Ability to deal with routine issues independently referring to procedures/guidelines and assess when to refer problems to the Supervisor/Manager.	A/I
6. There will be no responsibility for supervising others, but the post holder may be required to demonstrate duties or give advice and guidance to new employees or others.	A/I
7. Ability to undertake physically demanding tasks - tree works, moving equipment on and off trailers, emptying dog and litter bins, removing fly-tipped waste, litter picking, lifting equipment.	A/I
8. Works co-operatively within a team and also with people from other teams and services and has a flexible approach to work in terms of being prepared to pick up work outside of own specialism or what is familiar to help out in emergencies or provide cover for others.	A/I
9. Must be able to work on own initiative and respond to unexpected problems and situations independently when working alone.	A/I
BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)	
• Empowering, valuing and developing our people	I/TP
• Valuing our customers	I/TP
• Being open and honest	I/TP
• Taking ownership	I/TP
• Being ambitious	I/TP

EQUALITY AND DIVERSITY	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



Our Values

...we believe in



OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**

<p>We empower, value and develop our people to work together as one dynamic and efficient team.</p>	<p>We care about delivering high quality, customer-focused outcomes with our communities and partners.</p>	<p>We are open, transparent and truthful.</p>	<p>We take pride in our work and take responsibility for our actions.</p>	<p>We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.</p>
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