

Job Description

Service:	Grounds Maintenance
Job title:	Ground Maintenance Operative
Grade:	Grade C
Hours of work:	37
Responsible to:	Grounds Maintenance Manager
Responsible for a range of skilled horticultural and general duties in parks, play areas, and other open spaces in Huntingdonshire. You will have experience in ride-on mowers, trimmers, hedge trimmers and blowers.	
Direct reports:	N/A
Indirect reports:	N/A
Budget:	N/A

Purpose of Post:

To undertake, either individually, or as a member of a team, a range or horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting and weed spraying.

To carry out a range of maintenance activities including installation of fences, painting, marking out of sports pitches and erection and dismantling of goal posts etc.

Removal of litter, detritus, weeds (by hand or by spraying), general arising's, vegetable material, dumped items and materials from both hard and soft landscaped areas as directed.

To use a range of specialist hand tools and mechanical equipment including strimmer's, hedge cutters and ride-on mowers as directed, including undertaking regular maintenance and safety checks, cleaning and sharpening as required.

To be responsible for assessing the range and extent of specialist work undertaken and the kind of specialist machinery or equipment to be used.

Carrying out daily maintenance and safety checks on the allocated vehicle and equipment and reporting any defects. Ensuring trailers are attached safely and as instructed and comply with legal requirements.

Responding to queries from members of the public and providing advice and information or directing them to the appropriate place to obtain the information they require.

Reporting accidents and incidents as they occur.

Maintaining records as required.

Conduct all duties in a safe and proper manner, as defined in the Safe Working Practices, Risk Assessments and Specific Site Rules, that may apply when working away from the depot.

To undertake any other duties as directed of a similar or related nature appropriate to the grade of the post and capabilities of the post holder.

Key Deliverables:

To manage: Responsible for managing their own workloads and time so that it is completed in a timely manner and to specification, this includes the correct choice of equipment and forward planning

To advise: To keep the general public aware of what we are doing, and why we are doing it and to make sure any issues that may arise are communicated to the office for effective resolution.

To produce: A quality environment based around a cost-effective professional service.

Knowledge and Qualifications (E) Essential (D) Desirable	General horticultural knowledge. Minimum requirement • Driving licence (E) • Experience in towing or B+E (D) Supported by 1 of the following skills/qualifications • PA1 & PA6 (E) • NPTC Chainsaw certificate (D) • Experienced mower driver (E) • Horticulture NVQ/or relevant experience (D)
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Experience (E) Essential (D) Desirable	Experience of working in a similar horticultural environment (E) Must be physically fit, able to walk, bend and lift bags, bins and other dumped items, load, unload and carry and hold equipment whilst undertaking work. (E) Ability to work on your own or as part of a team. (E) Required to be literate and numerate in order to complete work documentation and time sheets. (E)
Skills and Abilities (E) Essential (D) Desirable	Ability to undertake an assessment of the risks when manoeuvring vehicles and take appropriate action to ensure the safety of the crew and public. (E) A high degree of awareness is needed of the dangers associated with working continually in close proximity to the highway, members of the public, watercourses, slopes and banks etc. (E) A high degree of awareness is needed in respect of personal health and safety in relation to manual handling, sharps, dangerous materials and substances etc. (E)
	To be able to complete horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting and weed spraying. (E) Good written and verbal communication skills. (D) Experience with using a smart mobile device (D)

Decision-Making and Impact on Others	The grounds maintenance role involves the use of a variety of motorised ride-on mowers and petrol/diesel driven equipment, constant due diligence is required whilst either working or travelling as they will constantly be in the public arena, close to schools and driving limited speed mowers on the roads.
Communication with Internal and External Customers	Predominantly external customers – high visibility with members of the public. External customer contact 90% out on site. Internal 10%.
Personal Attributes and Other Requirements (E) Essential (D) Desirable	Working outside all year round in all weathers (E) Be a good team worker demonstrating loyalty and commitment to the organisation and team members (E)
HDC values	The values outlined below reflect our collective positive attitude and how all

	staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Can demonstrate an ability to contribute towards a safe environment
- Can demonstrate how s/he has promoted 'best practice'