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| **Service Area:** | Place & Environment |
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| **Job Title/Grade:** | Open Spaces Operative (Grounds Maintenance) Scale 3 – 4 Career Matrix |
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| **Responsible to:** | Open Spaces Operations Supervisor |
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| **Our Culture & Values:** | All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences. |

| **Main Responsibilities** |
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| * Provide a quality service to all Rochford District Council clients |
| * Operate tractors, front-loaders, tractor operated machinery and other relevant plant machinery |
| * Operate powered hand tools, ride on mowers and grounds maintenance related machinery |
| * To take ownership and pride in the day to day maintenance and up keep of all machinery to manufacturers recommendations |
| * To ensure all sites are managed to recognised standards British Standards, International Standards and Contractual Key Performance Indicators |
| * To undertake any grass cutting, strimming, soft landscaping, litter/bin collection, leaf clearance, planting and maintenance of trees/shrubs/bedding plants etc., dead heading and rose maintenance, weeding, mulching, ditch clearance, herbicide/pesticide/fungicide application, application of fertiliser, mechanical/manual hedge cutting, edging, hard surface maintenance, rotavating, contravating and any other requested task relating to grounds maintenance site management |
| * To undertake maintenance work on sports amenities such as football pitches, rugby pitches, cricket pitches etc. as specified |
| * Tree planting at specific sites to a specified design, subsequent management and maintenance |
| * Construction and maintenance of all surfaced routes, paths etc., in specified client sites |
| * Estate works in specified client sites, fencing, way-markers, benches etc. and light construction works |
| * Maintenance and repair of tools, equipment and light machinery |
| * Liaison with the Open Spaces Operational Supervisor over projects/works progress, new projects and any on-site problems |
| * Attend training and development courses as required in order to maintain continuous professional development standards and/or to meet Company priorities and objectives |
| * To perform any other duties as requested in relation to the post |
| * To undertake day to day maintenance of the open spaces, highways and cemeteries (including pathways, boundaries and the like) to ensure they are kept to a good standard and comply with our duty of care |
| * To assist the Open Spaces Operational Supervisor with the administration of the Council’s open spaces |
| * To preserve an appropriate and dignified attitude at all times. To maintain good relationships with residents and customers and visitors to the open spaces and cemeteries |
| * Work hours will be required to be varied to attend to scheduled and unscheduled work demands such as weekend and late running funeral services for which overtime payment and/or lieu time working will be required |
| * Liaison with the public on site and over the telephone |
| * Attend training and development courses as required in order to maintain continuous professional development standards and/or to meet departmental or corporate priorities or objectives |

| **Corporate Responsibilities** |
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| * To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council’s Safeguarding Policy. |
| * To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council’s Health and Safety Policy and procedures. |
| * To support the Council’s Equalities & Diversity Policies. |
| * All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation. |
| * To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/ Leadership Team. |

| **Review** |
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| The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description. |
| Signed (Postholder): Dated: |

**Personal Specification**

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| **Post** | **Open Spaces Operative (Grounds Maintenance)** |

| **Essential Requirements** |
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| **Qualifications** |
| 1. Full Driving Licence |
| 1. Trailor Driving Test or willingness to work towards |
| Knowledge and Skills |
| 1. Health & Safety risk assessments |
| 1. Numeracy skills |
| 1. CSAS Accreditation or willingness to work towards |
| Experience |
| 1. Arboricultural and climbing work |
| 1. Cemetery operations |
| 1. Using a strimmer |
| 1. Using a drive/sit on mower |
| 1. Using a tractor trailer |
| 1. General groundwork/estate management |
| 1. Dealing with public enquiries/conflict |
| Ability |
| 1. Able to evidence excellent communication skills and ability to work in challenging situations |
| 1. Able to prioritise work appropriately |
| 1. Able to work to deadlines and work under pressure |
| 1. Flexible, pro-active and adaptable |
| 1. Effective team working. Sharing ownership, team goals and workload |
| 1. Commitment to maximising potential and continuous improvement of self and of service |
| 1. Able to contribute positive suggestions and willing to take forward |
| 1. Able to establish and maintain effective relationships with people at all levels |
| 1. Able to demonstrate a commitment to customer service |

| **Desirable Requirements** |
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| **Qualifications** |
| 1. NPTC Land based Qualifications (Ride on mower, Hedge cutter, Strimmer/Brushcutter) |
| 1. PA1/PA6 |
| 1. IOSH Working Safely or willingness to work towards |
| 1. Level 2 Amenity Horticulture or equivalent |
| Experience |
| 1. Working in the Horticultural Industry |
| 1. Cemetery operations |