

Job Details

Job Title: **PARKS OPERATIVE**

Post Number: POST000096

Directorate: Environmental and Community Services

Section: Green Space and Street Scene

Post Grade: Tier: 5, Grade: C

Responsible to: GS&SS Supervisor / GS&SS Team Leader

Responsible for: N/A

Job Purpose

- Undertake grounds maintenance duties such as maintenance on sports pitches, ornamental areas, seasonal bedding schemes, trees, shrubs, and open spaces. In so doing provide a customer focussed service.
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Main Responsibilities

- Undertake grounds maintenance as directed by the Supervisor ensuring quality levels meet the standards required by the Council.
- Operation of vehicles, plant items, equipment and tools as instructed including the use of PPE and safety equipment required.
- Complete any records that may be required by management for example, Timesheets HAV's Sheets.
- Ensure vehicles or plant items are available for service when requested.
- Application of pesticides/chemicals in accordance with relevant operating procedures.
- Take all necessary precautions for the protection and safety of the public at all times.
- Ensure Health and Safety compliance at all times including the appropriate use of any Personal Protective Equipment (PPE) issued.
- Completion of insurance claim form details when appropriate.

- To work with the line manager to provide continual improvement in the role of Green Space Operative.
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Decision making

- Green Space Operative decides on how maintenance should be carried out.
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Financial Responsibilities

- N/A
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Key Contacts / Relationships

- Public and Line Manager.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Green Space and Street Scene Manager

Date: April 2010

Version: 1.1 – November 2022.

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

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EXPERIENCE

Essential Criteria

- Experience of grounds maintenance and horticultural practices. A,I
- Ability to use own initiative and work within a team. A,I
- Machinery operation. A,I

Desirable Criteria

- Experience in operating specialised grounds maintenance equipment. A,I
 - Working within local authority environment. A,I
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QUALIFICATIONS

Essential Criteria

- Basic English and Maths. A,I
- NVQ Level 1 or equivalent. A,I

Desirable Criteria

- NVQ Level 2 in Sports and/or Horticulture. A,I,D
 - NPTC – Pesticide Use and Application (PA1 & PA6). A,I,D
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SKILLS & KNOWLEDGE

Essential Criteria

- All round knowledge of amenity horticulture. A,I

Desirable Criteria

- Basic Health & Safety Sports Turf and Grounds Maintenance. A,I
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OTHER REQUIREMENTS

Essential Criteria

- Enthusiastic attitude and willingness to work with employees associated with the provision of service. A,I
- To work in all weather conditions. A,I

- Driving Licence. A,I
- Customer focussed attitude. A,I

Desirable Criteria

- LGV (Class C & E) driving licence. A,I,D

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – 1 April 2013