

## Job Description: Grounds Maintenance Operative

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

| JOB DESCRIPTION                                                                                               |                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>                                                                                             | <b>Grounds Maintenance Operative (Fixed Term Contract)</b>                                                                                                                                                             |
| <b>Service:</b>                                                                                               | Environmental Services                                                                                                                                                                                                 |
| <b>Team:</b>                                                                                                  | Grounds Maintenance Services (Parks & Countryside)                                                                                                                                                                     |
| <b>Location:</b>                                                                                              | Bourn Mill Depot, Guildford Road, Farnham, GU9 9PS                                                                                                                                                                     |
| <b>Reporting to:</b>                                                                                          | Grounds Service Manager                                                                                                                                                                                                |
| <b>Responsible for:</b>                                                                                       | NA                                                                                                                                                                                                                     |
| OUR ORGANISATIONAL VALUES                                                                                     |                                                                                                                                                                                                                        |
| <b>Collaboration</b><br>   | We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.             |
| <b>Wellbeing</b><br>       | We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.                                          |
| <b>Trusted</b><br>         | We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.                                                                              |
| <b>Value for Money</b><br> | We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.                            |
| <b>Professionalism</b><br> | We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve. |

## PRINCIPAL PURPOSE OF THE ROLE

- To help support the councils commitment to maintain high quality, safe and accessible greenspaces across the borough by delivering routine grounds maintenance activities
- To provide excellent levels of customer care, enthusiasm to work and a willingness to learn and develop self to help evolve and improve greenspaces

## MAIN DUTIES AND ACCOUNTABILITIES

- Undertaking and completing programmed grounds maintenance work including but not limited to; mowing and strimming of grass in areas such as parks, recreation grounds, housing estates, play areas and cemeteries, hedge and shrub bed maintenance, ditch maintenance, fine turf/sports pitch maintenance, hard surface maintenance, litter picking, spraying operations etc.
- To be accountable for the quality of work achieved at specific sites/routes, ensuring the correct standards of work are maintained and non completion of work is reported and any remedial action required agreed with your team leader
- Assisting with the delivery of additional works outside of routine work to help repair, renovate and improve the greenspaces across the borough
- Ensure that all machinery and equipment used are treated with care, attention and are correctly and regularly operated in a safe manner, ensuring that the correct equipment is used for the correct job and any defects reported
- If driving company vehicles and trailers, to be responsible for all daily checks, routine maintenance, and vehicle cleanliness ensuring that any defects found are reported to the teamleader
- Work with the Grounds Service Manager and supervisory team to help develop and evolve the service to seek continual service improvement
- To observe and set safe working practices in line with health & safety requirements
- Ensure that all relevant personal protective equipment to carry out your duties in a safe and healthy manner and avoid harm or injury to any other person is worn
- Ensure that company uniform and appropriate identification is worn ensuring that high standards of presentation and cleanliness are maintained at all times
- To deal with the general public, residents and colleagues in a courteous and professional manner at all times
- Ensure that you sign in and out accordingly and that time/attendance sheets are submitted to the Team Leader on a weekly basis
- Ensure compliance with council policies and procedures.
- Undertake appropriate training as and when required
- Undertake such duties as are appropriate to your grade and hours of work as may reasonably be required of you by your line manager

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

## DIMENSIONS OF THE ROLE

- Responsible for helping delivery excellent grounds maintenance services on council land
- Responsible for providing excellent customer service

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Accountable for the quality of work delivered on site
- Accountable for reporting any issues, defects on sites, or with vehicles and machinery

## PLANNING/ORGANISING/CONTROLLING

- Should be able to follow set work procedures
- Should be able to follow set work schedules and update work progress as required

## CUSTOMERS AND CONTACTS

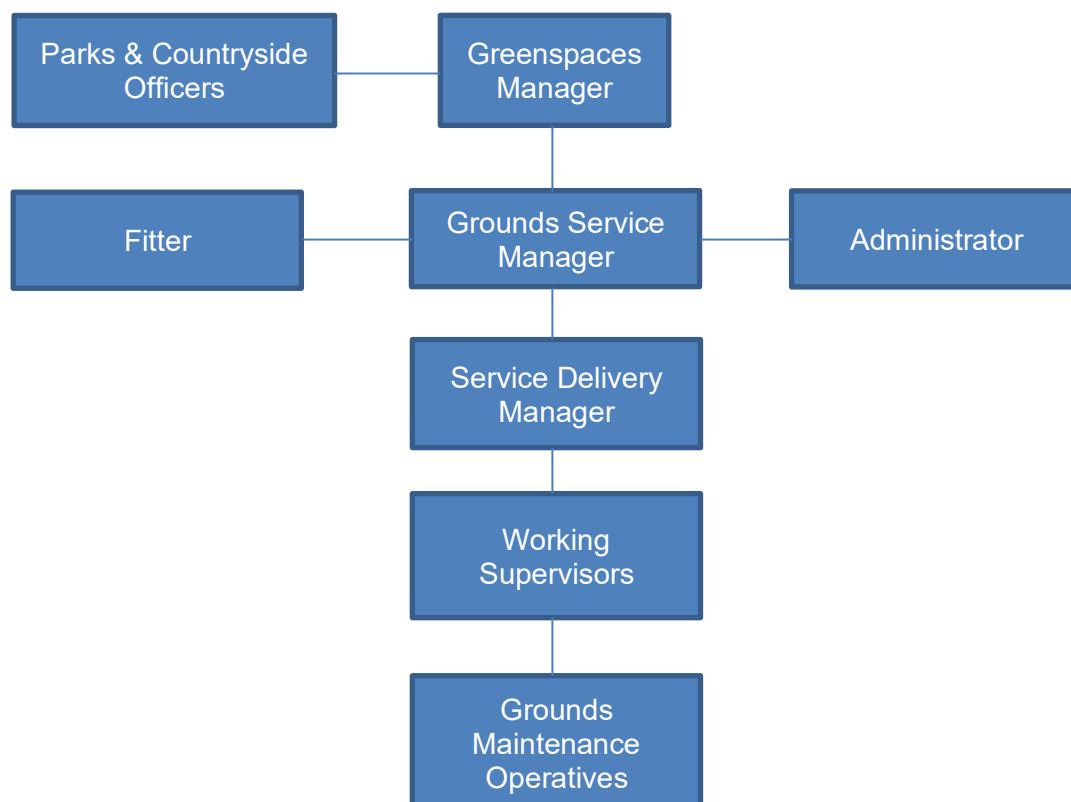
### INTERNAL

- Operatives, supervisors, office administration and Grounds Service Manager

### EXTERNAL

- Residents, Housing Tenants, Councillors

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

|                                                         | PERSON SPECIFICATION                                                                                   |              |                                                                  |              |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------|--------------|
|                                                         | ESSENTIAL CRITERIA                                                                                     | HOW ASSESSED | DESIRABLE CRITERIA                                               | HOW ASSESSED |
| <b>QUALIFICATION/ EDUCATION / TRAINING / EXPERIENCE</b> | Experience in grounds maintenance, landscaping, or horticultural work                                  | <b>A/I</b>   | NVQ Level 2 or equivalent in Horticulture or Grounds Maintenance | <b>A/I</b>   |
| <b>KNOWLEDGE /TECHNICAL SKILLS</b>                      | Competent in the use of grounds maintenance machinery                                                  | <b>A/I</b>   | Awareness of Safeguarding                                        | <b>A/I</b>   |
|                                                         | Good Knowledge of health and safety practices                                                          | <b>A/I</b>   |                                                                  |              |
| <b>COMMUNICATION</b>                                    | Able to communicate clearly to fellow operatives, supervisors, and the public                          | <b>A/I</b>   |                                                                  |              |
| <b>CUSTOMER SERVICE</b>                                 | Understanding of and commitment to promoting equality and diversity in service delivery and employment | <b>I</b>     |                                                                  |              |
|                                                         | Commitment to an excellent customer service                                                            | <b>A/I</b>   |                                                                  |              |
| <b>TEAM WORKING</b>                                     | Ability to work as part of a team or independently with minimal supervision                            | <b>A/I</b>   |                                                                  |              |
| <b>MANAGING SELF AND OTHERS</b>                         | Ability to follow programmed works                                                                     | <b>A/I</b>   |                                                                  |              |
|                                                         | Ability to help and assist others in their work                                                        | <b>A/I</b>   |                                                                  |              |
| <b>CAN DO APPROACH</b>                                  | Flexible, can do attitude                                                                              | <b>A/I</b>   |                                                                  |              |
|                                                         | Reliable and honest                                                                                    | <b>A/I</b>   |                                                                  |              |
| <b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>   | Physically fit and able to carry out manual outdoor work in all weather conditions                     | <b>A/I</b>   |                                                                  |              |
|                                                         | Full and valid driving licence                                                                         | <b>A/C</b>   |                                                                  |              |

**How assessed:**

A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

**Disclosure and Barring Service Check**

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

|                                        |                                           |                                                             |                                      |
|----------------------------------------|-------------------------------------------|-------------------------------------------------------------|--------------------------------------|
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| <b>Job title:</b>                      | Grounds Maintenance Operative             | <b>Post no:</b>                                             |                                      |
| <b>Service:</b>                        | Environmental Services                    | <b>JE score:</b>                                            |                                      |
| <b>Team:</b>                           | Grounds Maintenance Services (P&C)        | <b>Pay band:</b>                                            |                                      |
| <b>Location:</b>                       | The Burys<br>Godalming,<br>Surrey GU7 1HR | <b>Position type:</b><br>(if part time,<br>working pattern) | Full time<br>37 Hours/ Five day week |
| <b>Competencies:<br/>(level 1 – 4)</b> | <b>Communication:</b>                     | <b>1</b>                                                    |                                      |
|                                        | <b>Customer Service:</b>                  | <b>1</b>                                                    |                                      |
|                                        | <b>Team Working:</b>                      | <b>1</b>                                                    |                                      |
|                                        | <b>Managing Self and Others:</b>          | <b>1</b>                                                    |                                      |
|                                        | <b>Can do approach/Results:</b>           | <b>1</b>                                                    |                                      |
| <b>REVIEWED BY:</b>                    |                                           | <b>DATE:</b>                                                |                                      |
| <b>CHECKED IN:</b>                     | HR                                        | <b>DATE:</b>                                                |                                      |
| <b>LAST UPDATED:</b>                   | Add date                                  | <b>DATE:</b>                                                |                                      |