

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Place

DIVISION: Public Realm

JOB TITLE: **Grounds Maintenance Operative**

ROLE PROFILE

Job Title:	Grounds Maintenance Operative
Department:	Place
Division:	Public Realm
Grade:	select from drop down
Hours (per week):	36
Reports to:	Service Manager / GM Supervisor / GM Team Leader
Responsible for:	To operate and be responsible for horticultural machinery, equipment
Role Purpose and Role Dimensions:	<p>To work in the Councils Grounds Maintenance team performing routine tasks:</p> <p>Maintaining grassed areas, verges, beds, shrub areas, all areas of horticulture and arboriculture under the GM remit across all service areas (Parks, Highways, Cemeteries, Graveyards, other Council and Housing Land and Schools).</p> <p>Supporting the GM Team Leader to complete grounds maintenance tasks</p>
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	<ul style="list-style-type: none">• Local Residents• Friends Group• Service Providers• Street Champions• Neighbourhood and Street Wardens• Contractors

Key Internal Contacts:

- Grounds Maintenance management staff
- Grounds maintenance and cleansing staff

Financial Dimensions:

N/a

Key Areas for Decision Making:

To liaise with other team members where necessary, determining the order in which work is to be undertaken, and the method to be employed, within the limits of any guidelines or instructions issued by your team leader/supervisor/ manager.

To ensure that work is carried out with due regard to safety of team members and of the public in general, and in accordance with the management policy and instructions of safety, protective clothing, risk assessment and service specific method statements.

To inform management of complaints or comments received from members of the public regarding the work of the team.

To co-operate with management to ensure that relevant national, regional and local agreements are observed by team members.

To carry out all duties with due regard to the Councils policies on Equal Opportunities and Customer Care.

Other Considerations:

Experience in the operation and use of existing and new horticultural machinery, plant, equipment and tools.

Experience in the use of weed spraying chemicals and solutions and the equipment and tools required for this service

Requirement to receive accredited and unaccredited training and instruction in the use of existing and new horticultural machinery, plant, equipment and tools.

Requirement to receive accredited and unaccredited training and instruction in the use of weed spraying equipment and Chemicals/solutions.

Requirement to assist in the delivery of tasks within other Service areas (Cemeteries, Country Parks)
When requested or required.

- Ability to perform general grounds maintenance tasks.
- Ability to work with minimum supervision and as part of a team
- Have responsibility for the safety and security for the plant, equipment, tools, clothing and PPE under their control.
- Demonstrate good communication skills, especially with members of the public
- Awareness of Health and Safety.
- Demonstrate an understanding of equal opportunities and customer care policies

Is a satisfactory disclosure and barring check required?
([click here for guidance on DBS](#))

No

What level of check is required?

Is the post politically restricted
([Click here for guidance on political restriction](#))

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
([Click here for guidance on ROA](#))

No

Key Accountabilities and Result Areas:

Key Elements:

This will involve:

- Health and safety issues regarding risk assessments and methods of safe working
- Dealing with public
- Dealing with colleagues and management
- Awareness of and access to LBC policies and procedures regarding acceptable standards and behaviours
- Timing of works

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:	Grounds Maintenance Operative
Essential knowledge:	Experience in the operation and use of horticultural machinery and implements Ability to perform general grounds maintenance tasks in an outdoor environment Ability to work with minimum supervision and as part of a team Demonstrate good communication skills, especially with members of the public Awareness of Health and Safety. Demonstrate an understanding of equal opportunities and customer care policies

Essential skills and abilities:

Essential experience:

Experience of performing a similar role in a similar environment.

Special conditions:

Requirement to work outside of core hours on occasions
To independently travel to a place of work and across between sites,
To work annualised hours