

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Trainee Tractor Driver
Service Area / Team	Place & Growth / Grounds Maintenance
Reports to	Horticultural Team Leader
Post Number	TBC
Grade & Annual Salary	Grade C / D
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<p>Level 1 (Grade C)</p> <ul style="list-style-type: none"> • With support and training, become a qualified and competent Tractor Driver. • With support and training, become fully competent and compliant in checking and maintaining high value equipment such as tractors, vehicles, plant, ensuring swift reporting of any defects. • To carry out all ground maintenance and gardening functions to the Council's open spaces (including Green Flag Award standards), cemeteries, water courses, highways, sport facilities, housing areas and all flower displays to best horticultural practices as instructed. • To deliver services in a safe, efficient and reliable manner. • To ensure Health and Safety legislation and guidance is adhered to at all times. <p>Level 2 (Grade D)</p> <ul style="list-style-type: none"> • To carry out all ground maintenance and gardening functions (as above), as instructed using tractors and other specialist plant independently. • To operate tractors and appropriate implements and to carry out grounds maintenance tasks (fine grass cutting using rotary attachment, rough grass cutting using rotary flat deck attachment, hedge cutting using flail units etc) throughout the district .

- To organise and assist with the allocation of personnel, materials and equipment to various sites and maintain efficient progress on all works undertaken and contribute towards those areas covered by the Grounds Maintenance section, ensuring the Council's standards are achieved and maintained at all times.
- To manage the composting operation within the Hawkinge yard, ensuring that a useful end product is achieved.
- To assist in management of non-compostable materials in Hawkinge yard using large excavator and other implements.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
Level 1	
<ul style="list-style-type: none"> • To gain a good understanding of how all large machinery works e.g. tractors, mowers, bowsers, trailers, composting machine, remote controlled bank mower, weed barge. In line with advice and support from senior team leader (s). 	Daily
<ul style="list-style-type: none"> • To gain a good understanding of regular fleet and equipment maintenance. In line with advice and support from senior team leader (s). 	Daily
<ul style="list-style-type: none"> • To carry out all ground maintenance and gardening functions to the Council's open spaces (including Green Flag Award standards), cemeteries, water courses, highways, sport facilities, housing areas and all flower displays to best horticultural practices as instructed. In line with advice and support from senior team leader (s). 	Daily
<ul style="list-style-type: none"> • To carry out works in line with internal health and safety policies, procedures and risk assessments 	Daily
Level 2	
<ul style="list-style-type: none"> • To operate tractors and appropriate implements and to carry out grounds maintenance tasks (fine grass cutting using large rotary attachment, rough grass cutting using rotary flat deck attachment, hedge cutting using flail units etc) throughout the district. 	Daily

<ul style="list-style-type: none"> • To ensure tractors, vehicles, plant and equipment are regularly checked, maintained and used correctly reporting any defects to the line manager or workshop. 	Daily
<ul style="list-style-type: none"> • To ensure appropriate equipment is used for all tasks. 	Daily
<ul style="list-style-type: none"> • To perform daily audits (pre-start checks) of vehicle equipment, reporting any damage, defect or missing items to the line manager. 	Daily
<ul style="list-style-type: none"> • To carry out site preparation and landscaping as directed. 	As required
<ul style="list-style-type: none"> • To carry out watering operations using tractor and a large water tank (towed) throughout the district. 	As required
<ul style="list-style-type: none"> • To carry out composting operations using tractor and industrial composter. 	As required
<ul style="list-style-type: none"> • To carry out maintenance of slopes and bans using a robotic bank mower. 	As required
<ul style="list-style-type: none"> • To assist in management of non-compostable materials in Hawkinge yard using large excavator and other implements 	As required
<ul style="list-style-type: none"> • To safely transport heavy plant and machinery using knowledge of up-to-date legislation. 	As required
<ul style="list-style-type: none"> • To liaise with the workshop with regards to specialist repairs and plant requirements. 	Daily
<ul style="list-style-type: none"> • To supervise, support and lead the Trainee Tractor Driver 	Daily
<ul style="list-style-type: none"> • To provide specialist advice on the use and suitability of specialist machinery and equipment for specific tasks. 	Daily
<ul style="list-style-type: none"> • To carry out maintenance to grassed areas (including football pitches) across the district. 	Daily
<ul style="list-style-type: none"> • To maintain hedges across the district. 	As required
<ul style="list-style-type: none"> • To maintain herbaceous borders, flower beds, wild flower areas, shrub and rose beds across the district. 	As required
<ul style="list-style-type: none"> • To carry out all work to a high standard without the need for close supervision in accordance with agreed standards and good horticultural practice and with safety considerations of yourself and others. 	Daily

General tasks level 1/2	
<ul style="list-style-type: none"> To note, record and report dangerous situations or cause for concern. 	As required
<ul style="list-style-type: none"> To assist with the delivery of external contracts. 	As required
<ul style="list-style-type: none"> To work alongside other GM teams as required for any ground's maintenance task. 	As required
<ul style="list-style-type: none"> To drive council vehicles in accordance with the relevant legal requirements and council procedures and report any incident that involves injury or damage to the staff and/or any third-party property or council owned vehicle immediately to the line manager. 	Daily
<ul style="list-style-type: none"> To be fully flexible to work whenever required, anywhere within the service area, depending on seasonal and operational demands. 	Daily
<ul style="list-style-type: none"> To complete all necessary paperwork as directed. 	Daily
<ul style="list-style-type: none"> To ensure work is carried out in a safe manner and in accordance with the Council's Health and Safety Policies. 	Daily
<ul style="list-style-type: none"> To respond to emergencies both during and outside of normal working hours. 	As required
<ul style="list-style-type: none"> To ensure that all external laws and legislation is adhered to where applicable e.g. driving on and off road. 	Daily
<ul style="list-style-type: none"> Responsible for locking buildings and setting alarms. 	Daily
<ul style="list-style-type: none"> To keep up to date with training, personal development requirements and all legislation applicable to the role 	Ongoing

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Trainee Tractor Driver

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential (Level 1) <ul style="list-style-type: none"> ▪ Good education to GCSE A-C standard or equivalent (including Maths & English) ▪ Qualification in amenity horticulture, landscaping of farm industry or equivalent experience ▪ Full driving licence in order to travel around the district ▪ LANTRA level 1 & 2 - Use of tractors and implements (willingness to undertake) 	✓		
	Desirable (Level 2) <ul style="list-style-type: none"> ▪ Royal Horticultural Society recognised training in a relevant discipline ▪ Training on relevant plant associated with grounds maintenance e.g. excavator, ride on mower ▪ Certificates in CoSHH, First Aid and Health and Safety in the Workplace ▪ Knowledge of Chapter 8 requirements (Traffic Safety Measures & Signs for Road Works & Temporary Situations – guidelines for companies operating on public highways) 	✓ ✓ ✓ ✓		
Experience and Knowledge	Essential (Level 1) <ul style="list-style-type: none"> ▪ Demonstrable knowledge and experience of horticulture and/or a range of Ground Maintenance tasks 	✓	✓	

	<ul style="list-style-type: none"> ▪ A genuine interest in large machinery such as tractors, mowers, bowsers or similar ▪ A confident driver who understands the risks related to the use of tractors and implements on roads and in public areas ▪ A good understanding of fleet and equipment maintenance requirements ▪ A good understanding of all aspects of H&S at work ▪ Experience of working within a customer facing environment 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
	<p>Desirable (Level 2)</p> <ul style="list-style-type: none"> ▪ Demonstrable experience in the use of tractors and their implements ▪ Experience and knowledge of all elements of machinery operation relating to grounds maintenance. ▪ Experienced in all manner of soft landscaping, shrub bed maintenance, annual flower bed maintenance, herbaceous borders, hedge cutting etc. ▪ Experience of driving with a trailer. ▪ Understanding of COSHH regulations ▪ Demonstratable understanding of the technical aspects related to the use of tractors and implements. ▪ Comprehensive understanding of all aspects of H&S at work including risk assessments, method of statements throughout on a daily basis. ▪ Excellent understanding of the need to maintain equipment and machinery on daily basis and understand the consequences of failing to do so. ▪ Excellent understanding of Ground Maintenance routes 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	
<p style="text-align: center;">Skills and Abilities</p>	<p>Essential (Level 1)</p> <ul style="list-style-type: none"> ▪ Ability to work as part of a team ▪ Excellent written and oral communication skills ▪ High level of attention to detail and accuracy ▪ Basic IT skills including use of Microsoft Office ▪ Proactive and committed to continued service and personal development ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	

	<ul style="list-style-type: none"> ▪ Ability to demonstrate a professional and customer orientated approach ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels 		<ul style="list-style-type: none"> ✓ ✓ 	
	<p>Desirable (Level 2)</p> <ul style="list-style-type: none"> ▪ Ability to operate on own initiative with minimal supervision ▪ Demonstrate excellent ability to plan working day independently of management ▪ Excellent maintenance record including swift reporting of faults and issues 		<ul style="list-style-type: none"> ✓ ✓ ✓ 	