Job Description

Division/Department	Coastal and Public Realm/Open Spaces		
Location	Dane Park Depot		
Job title	Open Spaces Operative		
Reports to (job title)	Senior Operations Manager		
Grade	TG - C	**Politically Restricted Post**	NO
DBS Requirement	Standard NO	Enhanced NO	

JOB PURPOSE
To provide a clean, safe and attractive outside environment for the residents and visitors of Thanet, through grounds maintenance operations on TDC's parks and open spaces.

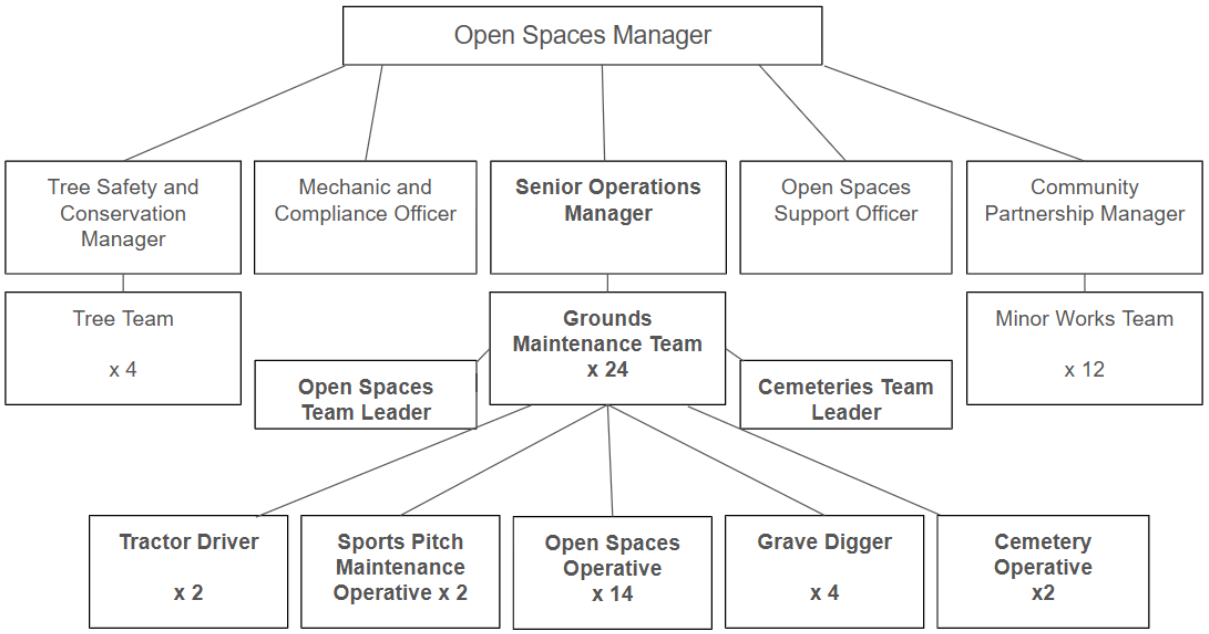
PRINCIPAL ACCOUNTABILITIES
● Physically fit to undertake the role with significant walking, carrying equipment, and heavy lifting; being adaptable to undertake the tasks as part of a team or lone working. ● Use machinery competently and safely to undertake grounds maintenance and manual tasks including (but not limited to) grass cutting (ride-on and push along), strimming, hedge cutting, blowing, weed control, litter picking/bin emptying and moving green waste. ● Drive vehicles (up to 3.5 tonnes) and trailers with care and safety in mind across TDC (and beyond if required) ● Carry out daily and weekly maintenance checks on vehicles and equipment to maintain in a clean and usable condition reporting any defects to the operations manager/mechanic through the appropriate process ● Ensure all tasks and duties are completed efficiently each day to the high standards required as set out by the operations manager, keeping to allocated break periods ● Act and operate any equipment at all times in accordance with Health and Safety requirements, the law and in such a manner as to not risk injury to self, colleagues or members of the public, with particular attention to hand arm vibration, whole body vibration and noise monitoring devices ● Take active part in the performance management process, as well as training and development courses as required to ensure a successful outcome ● To comply with the requirements of the Council's Equal Opportunities Policies for Employment and Delivery of Services and show consideration and respect for others in relationships with colleagues, customers and the public ● Undertake any other duties and assist other open space teams/departments as may be reasonably required.

REQUIRED ATTRIBUTES	
Knowledge	● Commercial machinery such as strimmers, hedgecutters and ride-on mowers ● Understanding of the maintenance routines of machinery ● Understanding of vehicle/equipment inspections ● Understanding of horticultural techniques
Skills	● Safe driving techniques and spacial awareness for vehicle and trailer ● Ability to understand health and safety documentation ● Basic written communication skills for record keeping, timesheets, absence records and discrepancy reporting ● Good verbal communication skills to manage a range of situations including complaints within open spaces
Experience	● Experience of grounds maintenance tasks ● Experience of machinery/vehicle maintenance and daily inspections ● Experience of manual work for a prolonged period of time ● Experience of public/customer interaction on a professional basis
Qualifications	● Full Driving Licence - up to 6 points only (Essential) ● Horticultural qualification (desirable) ● Strimmer/brushcutter/ride-on mower training (desirable) ● Machinery maintenance (desirable)
JOB DIMENSIONS	
Annual budgetary amounts	None
Number of staff reporting to the job holder	None
Any other relevant statistics	n/a

NATURE OF CONTACTS	
Internal	● Senior Operations Manager (line manager) ● Open Spaces Team Leader, Open Spaces Manager, Mechanic and Compliance Officer, Community Partnership Manager and Tree Officer ● Colleagues in Open Spaces Team, Minor Works Team and Tree Team ● Other council departments/teams/staff members as required
External	● Members of the public/open space visitors

WORKING ENVIRONMENT CONTEXT
Outside working in all weathers, dealing with various tasks and dealing with members of the public with various viewpoints. You need to be physically fit, with a large amount of walking involved across various parks and open spaces throughout the working day.

ORGANISATION CHART



JOB DESCRIPTION SIGN-OFF		
Completed by	Open Spaces Manager	May 2024
Reviewed/Agreed by	HR/Job Evaluation Panel	June 2024
Dimensions Reviewed/Agreed by		
Job Holder Reviewed/Agreed by		