

## Job Description

1. **Post Title:** Grounds and Maintenance Operative
2. **Responsible to:** Maintenance Section Head
3. **Responsible for:** Contractors and temporary staff (as appropriate)
4. **Salary Grade:** Scale 4 – 5 (Part)
5. **Job Purpose:** To undertake a wide range of grounds maintenance, horticultural, amenity and general maintenance tasks on local authority land and property. To assist in the management of Council contracts through contractor supervision and to work with other agencies to ensure a high standard of maintenance is provided. To assist the Help Point with a range of local customer enquiries.
6. **Functional Relationships:**
  - (i) Internal – Maintenance Section Head, Maintenance Supervisor, Head of Projects and Operational Services Co-ordinator in the provision of maintenance services and with following-up customer enquiries.
  - (ii) External – members of the public, contractors and staff from other agencies.
7. **Key Activities:**
  - (1) To undertake a wide range of maintenance activities as part of the mobile maintenance service on Town Council and partner property.
  - (2) To assist with the provision of a high quality grounds maintenance service and use equipment including mowers, hedge cutters, strimmers and a ride on mower.
  - (3) To be responsible for the maintenance of the in-house sites and take responsibility for day-to-day operational issues to include forward planning planting requirements and ordering required stock. To keep the Maintenance Section Head informed of work undertaken and time/resources required for scheduling purposes and on design changes required to sites.

- (4) To undertake a wide range of amenity maintenance tasks, including inspections and completion of reports, street furniture, signs, flyposting and weed spraying and to undertake safety work on the Highway.
- (5) To assist in the management of Council and partner organisation contracts by supervising contractors and inspecting work undertaken, as appropriate.
- (6) To assist the operation of the Help Point by providing a customer enquiry follow-up service.
- (7) To work with other agencies in providing the best possible standards for work undertaken in the town.
- (8) The provision of a courier service, when appropriate.
- (9) The supervision of temporary staff, community service groups and voluntary groups, as appropriate.
- (10) To assist office-based staff with the establishment of exhibitions and promotional events.
- (11) To undertake a weekly notice board service as required.
- (12) To carry out housekeeping/recycling duties on a weekly basis
- (13) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out. Training will be given where appropriate.
- (14) To drive the Town Council vans as required to undertake your duties if a clean current full driving licence is held.
- (15) To undertake any training and development to meet the needs of the organisation.
- (16) To undertake such other duties as may be reasonably required by the Council.

## **8. Hours of Work**

- (1) You will be required to participate in a shift pattern between the hours of 07.30hrs-17.00hrs, Monday to Friday, on a rotational basis with half an hour for lunch. As the duties associated with the post could involve a limited amount of evening and weekend work, hours worked in excess of the above will be subject to overtime payment or time off in lieu, subject to the exigencies of the service. From time to time it may be necessary to temporarily extend the contracted hours, with prior agreement, for which overtime will be paid.
- (2) It is a requirement of the post that a Wilbar Chapter 8 qualification is held and maintained.