

Role Profile



Role Title: Grounds Maintenance Operative

Service Area: Waste and Environment

Scale: Career Grade Scale 3-4

Reporting to: Grounds Maintenance Manager

Responsible for: None

Purpose

- To play key role in the delivery of a full range of grounds maintenance operations, activities and associated tasks in parks and countryside, cemeteries, amenity green and play spaces and all associated sites using relevant vehicles, machinery, tools, equipment, and materials.
- To work as a team supporting and motivating other team members, encouraging them to achieve their goals, in alignment with TRDC values and behaviours.

Key Responsibilities

- To report to work at the time and place (normally the Aqaudrome or Batchworh Depot's at 7am) agreed by the Grounds Maintenance Manager .
- To wear Health and Safety compliant/ appropriate PPE (e.g. wearing gloves, boots, high vis etc) when undertaking duties and to ensure that a presentable appearance is always maintained.
- Carry out skilled craft operations including the use of pesticides, interpretation of plans, site preparation and construction, soft and hard landscaping and setting out pitches and to maintain areas to the desired standard of care.
- Carry out horticultural, arboricultural and sports grounds maintenance of parks, bowling greens, open spaces, cemeteries, and other allocated sites to the agreed quality standard and with the relevant training and experience.
- Assist where relevant, the Grounds Maintenance Manager to ensure the correct location, setting out and excavation of graves in accordance with instructions from the Cemeteries officer and to assist at interments.
- Assist the Grounds Maintenance Manager by bringing to their notice any contraventions of the Cemeteries Rules and Regulations, Park By-Laws or current legislation.
- Clean public buildings and spaces (e.g. changing rooms and toilets, emptying park bins etc).

- Maintenance of play areas including inspection of all types of play equipment and including installation and replacement of equipment parts.

Vehicles and Equipment

- Drive allocated vehicle including tractors, mowers and ancillary equipment.
- Before leaving and upon return to the depot, to undertake and complete the daily vehicle and equipment check lists which must detail any defects.
- To report any serious vehicle or equipment defects to the Grounds Maintenance Manager.
- To ensure the vehicle cabs are kept clean and items are properly stored. The “Wash Down” facility should be used regularly.
- To keep and maintain power tools and equipment securely in good working order.
- To ensure you always work in a safe manner to ensure that potential danger to other employees and the public is minimised.
- To be polite, helpful and courteous to all members of the public, at all times and deliver high level of customer care.
- To assist and provide advice to newer crew members or temporary members of staff.

Health and Safety

- To be familiar with and comply with the contents of the council's Health and Safety policies, procedures and risk assessments that are relevant to this role. These include for example: Risk Assessments, Code of Conduct, Asbestos Management and Accident/Near Miss/Hazard reporting etc.
- To work with due regard for the health and safety of yourself and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare.
- To operate machinery according to the instructions and training provided and ensuring that safety is not compromised (e.g. chainsaws, diggers, mowers etc)
- To ensure the vehicle movements are undertaken safely including where necessary and appropriate guiding the driver whilst reversing, using the agreed signals when required.
- To co-operate with and support supervisors and other managers in meeting their health and safety responsibilities.
- Ensuring all manual handling is undertaken in line with training/instruction.
- To report all accidents, incidents and any health and safety problems or deficiencies to Grounds Maintenance Manager in a timely manner.

- Take part in health and safety training and development and health surveillance programmes, as required and demonstrate a commitment to keeping up to date with skills and knowledge through self-development

General

- Undertake any other reasonable duties as required by the Grounds Maintenance Manager including providing assistance to other crews and service operatives and responding as appropriate to out of hours emergency needs.
- Undertake when requested administrative duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e processing postal votes, canvassing properties during office hours
- You will consider and implement environmental sustainability as a guiding principal within processes, activities and projects delivered

Please note:

In line with council policies:

- Drinking or being in the possession of alcohol or drugs of any kind is strictly forbidden during working hours including in the council vehicles after works have been completed.
- Staff who choose to smoke or vape must only do so in line with the councils' no smoking policy

Specific Knowledge, Skills and Expertise

<p>QUALIFICATIONS & KNOWLEDGE</p>	<p>Level 1 (TRDC Salary Scale point: 7-9) Current driving licence with C1+E entitlement</p> <ul style="list-style-type: none"> • General Horticulture and/or aboriculture knowledge • Knowledge of at least one of the following: pesticide treatment, playground inspection, fine turf maintenance, asbestos management, general plant maintenance, soft and hard landscaping, grave digging <p>Level 2 (TRDC Salary Scale point: 10-12)</p> <ul style="list-style-type: none"> • Current driving licence with B+E entitlement • PA1 & PA6 or other approved pesticides certificate • Experienced and competent mower driver • Experienced and competent Mini digger driver • Experienced and competent dumper truck driver • Level 2 qualification or equivalent professional experience in a relevant subject (e.g. City & Guilds) • Experience in driving a tractor and using a Side arm • Knowledge of and Competence in three or more of the following: pesticide treatment, playground inspections, fine
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	<p>turf maintenance, asbestos management, general plant maintenance, soft and hard landscaping, grave digging</p> <p>Level 3 (TRDC Salary Scale point: 13-14)</p> <ul style="list-style-type: none"> • Current driving licence with F and K entitlement • Competence in driving a tractor and using a Side arm • NPTC Chainsaw certificate • Level 3 qualification or equivalent professional experience in a relevant subject (e.g. City & Guilds)
EXPERIENCE	<p>Level 1 (TRDC Salary Scale point: 7-9)</p> <ul style="list-style-type: none"> • Vocational (practical) experience in grounds maintenance working in an organisational setting OR can demonstrate the equivalent level of knowledge gained through volunteering <p>Level 2 (TRDC Salary Scale point: 10-12)</p> <ul style="list-style-type: none"> • A range of vocational (practical) experience in grounds maintenance in an organisational setting. • Experience in towing trailers • Experience of dealing with the public and voluntary groups • Working with the maintenance of a wide range of Horticultural disciplines including parks, cemeteries, arboriculture, sports and artificial surfaces • Use a full range of horticultural and associated mechanical equipment including ride on machines and tractors <p>Level 3 (TRDC Salary Scale point: 13-14)</p> <ul style="list-style-type: none"> • A significant range of vocational (practical) experience in grounds maintenance working in a public sector setting. • Experience of working in a Local Government setting • Experience of feeding into long term land management strategies for protected species and habitats. • Experience of dealing/ interacting with the public, members and outside contractors • Proficient in using GIS software • Significant experience of leading and delivering projects, financials, major resources, including third party suppliers, and transition into operational service
SKILLS AND ABILITIES	<p>Level 1 (TRDC Salary Scale point: 7-9)</p> <ul style="list-style-type: none"> • Able to work with limited supervision • Ability to undertake lifting, bending, carrying heavy items, and to undertake horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting and weed spraying • Ability to work effectively as a member of a team • Ability to understand and accept work instructions and complete necessary work documentation as and when required.

- Ability to make judgements and decisions within set parameters
- Ability to undertake an assessment of the risks whilst manoeuvring the vehicles and machinery and take appropriate action to ensure the safety of other crew and the public.
- Able to undertake decisions on personal safety and safety of members of the public.
- High degree of awareness needed of the dangers associated with working continually in close proximity to the highway.
- High degree of awareness in respect of personal health and safety in relation to manual handling, sharps, dangerous materials and substances including Asbestos.
- Ability to follow verbal and written instructions and respond to the queries or provide advice and information to members of the public.
- Ability to make effective decisions within set parameters by balancing the risks and benefits of various options and decisions where necessary.
- Takes responsibility for the outcomes and impact of their decisions
- Prepared and able to work outside in all weather conditions.
- Ability to conduct site visits on difficult terrain in often inclement weather conditions.
- Ability to use smart mobile technology including GIS

Level 2 (TRDC Salary Scale point: 10-12)

- Ability to plan and prioritise own workload and that of others, recognising when to take responsibility and when guidance is needed
- Ability to use smart mobile technology including GIS
- Shows a high degree of awareness of the needs of internal clients (Leisure and Natural Infrastructure)

Level 3 (TRDC Salary Scale point: 13-14)

- Ability to share and learn from own and others' experiences and suggests ideas for possible improvements.
- Ability to communicate with internal and external officers and stakeholders as a professional expert
- Ability to develop and motivate other team members
- Ability to contribute to short/medium term forward planning and review plans to reflect the changing nature of the service and, local community needs
- Ability to develop innovative and creative solutions to the challenges facing the council
- Ability to resolve competing work priorities in a demanding and reactionary environment and within tight timescales while delivering tangible outcomes for council services and stakeholders across the district as a whole