

JOB DESCRIPTION

Grounds Maintenance Operative

Date effective: March 2021

MAIN PURPOSE OF THE POST:

To provide a range of horticultural/grounds maintenance specialisms across a wide range of assets owned or maintained by Shrewsbury Town Council as part of external Contracts and Service Level Agreements with other partners. Striving for excellence and contributing to Shrewsbury in Bloom campaigns where applicable. Multi-tasking is essential and staff are expected to work across differing locations to meet the needs of the service.

RESPONSIBLE TO: Operational Team Managers

OTHER RELATIONSHIPS:

- Liaising with other teams to ensure the effective discharge of Council Grounds Maintenance functions.
- Team Shrewsbury operational partners
- Public

CONTACTS:

Internal 80%: All Shrewsbury Town Council staff
External 20%: Local Members, residents and local stakeholders

MAIN DUTIES:

1. To undertake horticultural maintenance duties including but not exclusive to:
 - a. Grass cutting using a range of pedestrian and ride-on equipment;
 - b. Shrub/rose bed maintenance;
 - c. Hedge cutting;
 - d. Strimming;
 - e. Tree planting, pruning and other arboricultural duties;
 - f. Weed spraying;
 - g. Ornamental flower bed maintenance;
 - h. Floral infrastructure maintenance of features;
 - i. Supporting Neighbourhood Wardens.
2. To maintain horticultural skills in a wide range of areas including floral infrastructure, plant knowledge, planting skills, recreation and sports turf management, ride-on grass cutting machinery, countryside management, management of open spaces, hedges and shrub/rose beds maintenance and play area inspection and maintenance.
3. To keep any vehicle, plant or machinery clean and in good running order, reporting any faults/damage to the Team Manager and Senior Mechanic.
4. To empty litter/dog bins and cleanse/sweep, litter pick all associated areas by using a variety of equipment including blowers, sweepers, pressure washers etc.
5. To dispose of drug paraphernalia safely.

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6. To assist with the inspections and maintenance of all play areas, and the Quarry Play Area and Splash Park including the pH/chlorine testing (Training will be provided) and repairs to play equipment and safety surfaces.
7. To assist with the cleansing of other Council assets including Public Conveniences, Markets and Recreation Grounds & Facilities when instructed by Team Managers including providing sickness and holiday cover when required.
8. To assist with maintenance of burial grounds including full internments and the burial of ashes when requested at specified locations within Shrewsbury Town Council's boundaries and rural locations.
9. To work out of core hours to install/removed floral structures, attend to emergencies (overtime and standby duties) including tree storm, snow clear-ups, flooding, assisting with special events including civic parades, Christmas lights switch-on, Carols in the Square and any other duties within Shrewsbury Town Councils remit when required.

Other

10. To assist other sections within the Shrewsbury Town Council as and when required.
11. To work in locations specified by Shrewsbury Town Council to deliver the standards and service required.
12. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Agreed: _____
(Job Holder)

Date: _____

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Education/Training	
<ul style="list-style-type: none"> • City & Guilds or NVQ in Horticulture. • 	<ul style="list-style-type: none"> • Trailer licence. • PA1 & PA6 spraying certificate. • Chainsaw certificates where applicable. • NPTC tractor.
Experience	
<ul style="list-style-type: none"> • At least 2 years horticultural/grounds maintenance experience, this may include seasonal floral planting, pruning, recreational/sport, bereavement/burial services and countryside maintenance. • Experience of assist with bereavement services burials, cremated remains and exhumations if required. 	<ul style="list-style-type: none"> • Use of tractor, digger/dumper and grave supports. Training will be provided.
Knowledge	
<ul style="list-style-type: none"> • A good knowledge of local facilities, locations and directions. • Knowledge and experience of a range of power tools and agricultural/operational equipment. • Promoting Shrewsbury Town Council as Team Shrewsbury and supporting Councillors in achieving specified service standards. • Working knowledge of Health & Safety. • Working knowledge/accreditation to work on the Highway - Chapter 8 (specified staff only). 	-
Skills and competencies	
<ul style="list-style-type: none"> • Ability to work to strict deadlines and under pressure. • Ability to communicate effectively, both verbally and in writing. • Ability to organise and prioritise own work with limited supervision. • Show self-confidence when communicating with staff and managers at all levels. • Ability to maintain confidentiality. • Confident in lone working situations and using your own initiative. 	-
Personal Attributes	
<ul style="list-style-type: none"> • Self-reliant & Self-motivated. • Flexible, pro-active and “hands-on” approach to tasks. • Community focussed. • Commitment to the delivery of quality service. • Ability to foster good relations. • Mature and common sense approach. 	<ul style="list-style-type: none"> • Proven ability and enthusiasm to change.

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Special Conditions	
<ul style="list-style-type: none"> • Ability to respond to changes in workloads and changing priorities by carrying out the role in a flexible manner which may include working extended hours at the beginning/end of the day/weekends/Bank Holidays. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. • Willingness to travel to a variety of sites • Must be flexible, as the post may be based at various locations. • Full UK driving licence. • Flexible working in all climates. • Dedicated to achieving good environmental standards. • Satisfactory DBS checks will be required for access to specified areas (specified staff only). 	-