

Job Description and Person Specification

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| Post Title: | Parks & Opens Spaces Operative |
| Reports to: | Team Leader (Parks & Open Spaces) |
| Scale: | 4 |
| Politically Restricted: | N/A |

Overall Purpose

Working as part of a mobile team you will undertake all aspects of grounds maintenance and horticultural duties at several sites throughout the district working in an outdoor environment all year round.

Key Roles, Tasks and Responsibilities

1. To ensure a high standard of work is achieved in a safe manner with regard for members of the public and other team members, always projecting a positive and professional image of Blaby District Council.
2. To carry out all aspects of hard and soft landscaping, grounds maintenance, horticulture, grass, hedge, shrubs, leaf/litter, fencing, slabbing, tarmac repairs.
3. To carry out a range of arboriculture duties, planting, felling, pruning, cross cutting, chipping, stump grinding and chainsaw maintenance.
4. Comply with the code of practice for the safe use of plant protection products, in relation to storage, control, transportation, application and accurate record keeping.
5. To carry out the inspection and installation of street name plates on the highway. The appropriate training will be provided for cable detection, use of insulated tools and traffic management.
6. To carry out flood prevention and drainage works consisting of working in and alongside water bodies, water courses, ditching, vegetation cutting, and gully/grid clearance.
7. To carry out the winter programme of gritting works across a range of council assets including the offices, depot, car parks, station, and The Pavilion. You may be required to attend to these sites prior to your normal start time.
8. To undertake daily checks on all vehicles, plant, machinery, and equipment prior to use and to correctly operate, maintain and adjust accordingly throughout the day. Report any defects on the appropriate record sheet.
9. To familiarise yourself with all relevant Safe Methods of Operation and Risk Assessments relating to the tasks with which you have been assigned and to implement them accordingly.

10. To risk assess the task and conditions on each site before carrying out any works to ensure reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
11. To comply with COSHH regulations. Be responsible for monitoring your own fuel and chemical stock levels, storage, transportation, and use,
12. To inform your team leader of any deviations within the work schedules and to report all site defects e.g., damage, vandalism, health & safety issues on the daily work record.
13. To report any unsafe practice, accident, incident, dangerous occurrence, or hazard found during the course of your work to your Team leader for action
14. To maintain and update all paperwork, records, and schedules accordingly including vehicle defects, trailer defects, site defects, PPE defects, chemical application, site inspections, and daily claims form.
15. Take personal responsibility for the quality and quantity of work achieved at specific sites within the district. Your area of responsibility and specific daily work function will be dependant on your primary skills, however a flexible approach to the workload will be necessary and appropriate training will be provided.
16. Due to the nature of the business and operational needs you may be required to undertake duties in other service areas as required that contribute to the overall success of Neighbourhood Services Department to include such duties as are appropriate to the grade and hours of work as may reasonably be required of you by your line manager. On occasions you may be called on to assist out of normal working hours in the event of an emergency.
17. You will be expected to undergo designated training sessions of which some will be mandatory, which may be out of normal working hours and/or at other establishments as may be required.
18. All staff are expected to contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities. To always comply with the Health and Safety at Work Act as outlined in Blaby District Council's Health and Safety Policy.

Post Characteristics

Allowances: N/A

On call/emergency situations: N/A

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.

2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

In depth knowledge of Grounds Maintenance operations, including use of a variety of vehicles, plant & equipment (3,4*)

An understanding of health & safety legislation, risk assessments, SMOPs (3,4*)

Desirable:

Local area Knowledge (3,4*)

Experience

Essential:

Proven experience in a similar role (3,4*)

The ability to operate a wide range of mowing machinery including tractors, ride on mowers and implements (3,4*)

Experienced in the use of trailers and other towed implements (3,4*)

Experience of dealing with members of the public (3,4*)

Experience in both hard and soft landscaping (3,4*)

Skills/Abilities

Essential:

Good communication skills with customers and colleagues (3,4*)

Flexible and enthusiastic approach (3,4*)

Ability to work alone with minimal supervision or as part of a team (3,4*)

The ability to safely operate a wide range of machinery in public open spaces with a high level of concentration (3,4*)

To meet deadlines and to have the ability to adjust workloads to suit the situation (3,4*)

To risk assess the task and conditions on each site before carrying out any works (3,4*)

Qualifications/Training

Essential:

Full driving licence (3,5*)

Licence to include C1+E (towing 750K) (3,4,5*)

Desirable:

Licence to include C1 (driving up to 750k vehicle) (3,4,5*)

ROSPA trained, equipped play area inspections (3,4,5*)

Chainsaw Certificate (3,4,5*)

PA1/PA6 Chemical Spraying Certificate (3,4,5*)

Cat & Genny (3,4,5*)

Other

Essential:

Flexible approach to working arrangements (3,4*)

Must be prepared to wear personal protective clothing and ID badge (3,4*)

Willing to undergo additional training (3,4*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Parks & Open Spaces Manager

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