# Job Description and Person Specification

## Job details

Job title: Grounds Maintenance Operative

Grade: NNC Pay Band 3

Reports to: Steve Benamore

Responsible for: N/A

Directorate and Service area: Assets and Environment/Grounds Maintenance

## Purpose of the job (why the job exists)

To provide a service to grounds maintenance over a range of specific activities, including grass maintenance, shrub pruning, planting of bedding plants and bulbs, and other grounds maintenance duties as required ensure that horticultural standards are maintained throughout the Borough on land within our control. Post holder will be required to work in all weather.

## Principal responsibilities (please make these concise and ideally no more than 8)

1. Mowing, using ride on and pedestrian machines, strimming, lawn edging, turfing, seeding.
2. Tree and shrub pruning, Tree planting, hedge cutting, flower bed planting and preparation.
3. Grass maintenance in parks, open spaces and highways, including clearing grass clippings from hard surfaces after cutting.
4. Using recognised horticultural practice for weed and pest control, including herbicide, fungicide and pesticide use in accordance with appropriate licenses and COSSH regulations
5. Grass maintenance to a high standard on sports fields / fine turf etc.
6. Setting out sports field equipment and marking out as required.
7. Litter picking/ street cleansing duties as required.
8. Carry out basic care and maintenance to plant, tools and equipment.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause (Delete if not required).**

**If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).**

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Ability to drive transit type vehicles and trailers and hold a full UK/European licence. | A City and Guilds, NVQ or RHS Certificate in Horticulture.  PA1 and PA6 certification. Herbicide application experience |
| Experience and Knowledge | Ability to work as an effective member of a multi-disciplined team. | Minimum 1 year’s horticultural experience, preferably in a busy urban parks and gardens environment and to a high professional standard.  Proven competence in the use of grounds maintenance equipment (Ride on mowers, Pedestrian mowers, small mechanical hand tools etc). |
| Ability and Skills | Basic Literary and numeracy skills.  Ability and willingness to deal with the public (customer service). | Knowledge of horticulture practices (eg Bedding displays, weed control etc) |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | Basic working knowledge of Health and Safety. |  |