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**J Job Description**

**Neighbourhood Operative (Grounds Maintenance)**

Grade: Grade 2-3

**Responsible To: Operations Supervisor**

**Responsible For: N/A**

**About the job:**

* To carry out all grounds maintenance tasks listed below at site based and mobile locations.

**Role:**

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. This job description may therefore be amended in consultation with the postholder.**

* Maintenance of lawns - mowing, irrigation, feeding, selective weed-killing, edging, scarification, top dressing, spiking, rolling, turf lifting / laying, grass seeding, edging and strimming.
* Maintenance of plants - including division / re-planting of herbaceous stock, transplanting, mulching, pruning, tree/shrub planting, hedge maintenance, seasonal bedding maintenance, and general care of all plants
* Weed Control - on hard surfaces, gravel paths, hedge lines, beds and borders by mechanical and chemical means.
* Litter Control and Leaf Clearing - on hard and soft surfaces, shrub borders and lawns, sweeping and raking.
* To carrying out driving duties – Up to 3.5 GVW vans, large ride on mowers, electric utility vehicle
* To follow work schedules and participate in team working on all scheduled and reactive works.
* To be flexible ensuring resources available are always used effectively and efficiently.
* To complete time sheets, contact tickets and other documentation in an accurate and timely manner.
* To maintain the council’s vehicle, plant and tools in a clean, tidy and safe condition.
* To work within the rules and guideline of the Councils health and safety policies, ensuring personal safety and the safety of others
* To fully engage with and adhere to the Councils service standards and values
* Take responsibility for improving your performance by participating in the Performance Development Review process with your manager.
* Attend mandatory training associated with role and develop relevant knowledge and skills
* To promote and comply with South Ribble Borough Council’s obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.  
  To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.



**SPECIAL CONDITIONS**

The post holder will always be required to wear corporate work wear when on duty.

The basic working week is to be determined by the needs of the service and will include an element of flexible working. The post holder may be required, from time to time, to work additional hours in the evenings and/or weekends to deal with statutory duties, public events, emergencies and variable workloads.

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| **Responsibilities:**  **Team:**   * You will work with your colleagues to prioritise team objectives over individual objectives. * You will support and respect your colleagues at all times**.** * You will work together to share knowledge and experiences to improve your service. * You will participate in development activities as required.   **Corporate:**   * You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation. * You will actively engage with customer care, value for money and performance management. * Your duties will be carried out in line with our equality scheme. * You will be compliant at all times with GDPR and data protection legislation. * You will constructively participate in communication and promotional activities.   **Organisational:**   * You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role. * You will support an inclusive culture which provides opportunities for everyone to participate and progress. * You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met. * You will positively promote and represent the Council at all times. |



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| **What the successful candidate will have:**   |  | | --- | | **Qualifications**   * NVQ Level 2 in General Horticulture, or equivalent * PA1A, PA6 spraying licence * Full driving Licence, preferably with category C +E entitlement | | **Knowledge/Experience**   * Knowledge of horticultural techniques. * Experience of application of herbicides * Experience of working in a team * Experience of working outdoors to deliver ground maintenance activities * Experience of use of various types of horticultural machinery, including ride on mowers | |  | | **Skills & Abilities**   * Ability to work as a team member or on own initiative * Flexible attitude * Be willing to work outside normal working hours as required | |