

Cramlington Town Council

Operations Team – Grounds Maintenance Operative

Job Description.

1. Responsibilities

Undertake general grounds maintenance duties - ensuring a good standard of work is maintained at all times.

- Maintenance duties are to include both mechanical and manual operations and will cover the broad spectrum of grounds maintenance. Duties include edging, grass cutting, weeding, both by hand and knapsack sprayer, planting trees, shrubs and seasonal bedding, pruning, small tree works, and any other gardening tasks associated with grounds maintenance. The cleaning of bus shelters, removal of graffiti, painting of subways and clearance of allotment areas.
- To be able to demonstrate a good understanding of the grounds maintenance industry and to have the willingness to develop further.
- This role will require the successful candidate to work outside in all weather.
- The successful candidate will be required to drive Council vehicles as part of their role
 - Operatives may also be asked to undertake minor building and council structure repairs.
 - To undertake maintenance of children's playground areas and equipment.
 - To liaise with service users and members of the public in a courteous and respectful manner.
 - To carry out routine checks on equipment and machinery.
 - Responsible for the health and safety of themselves, their work colleagues and others who may be affected by their activity, working in accordance with the safety policies of the Town Council.
 - To operate the full range of grounds maintenance plant and associated equipment.
 - Respond to simple problems referring more complex ones to the Grounds Maintenance Supervisor.
 - Report any complaints and recurring issues to the Grounds Maintenance Supervisor.
 - Undertake any relevant training which may be deemed necessary to ensure duties are carried out effectively.
 - Any other duties that may be required by Cramlington Town Council.
 - To be required to work early morning, evening and weekends in order to meet delivery requirements

Person Spec.

Qualifications and Knowledge.

Essential	Desirable
Knowledge of grounds maintenance and the operation of associated equipment.	Relevant qualification in Horticulture. Awareness of Health and Safety legislation and its application in the workplace. PA2 & PA6 Herbicide and Pesticide Appliance.
Current driving licence	B+E, C+E

Experience

Essential	Desirable
Experience in grounds maintenance and cleaning. Experience in carrying out basic vehicle and equipment checks.	Experience in the application of COSHH policies.

Skills and Competencies

Essential	Desirable
Ability to understand straightforward spoken and written instructions. Able to keep essential work records. Strength, dexterity and coordination to deal with plant and operative equipment. Dexterity and coordination to use hand tools. Excellent communication skills.	To have basic IT skills

Physical, mental, emotional and environmental demands.

Able to cope with the regular high level of physical demand.	
Able to maintain a general awareness of safe working conditions.	
Ability to communicate effectively with members of the public and colleagues.	
Ability to work outdoors in all weather conditions.	

Motivation.

Reliable and a good timekeeper	Willingness to undertake relevant training.
Committed to the ethics of public service, quality and customer service.	
Appropriately follows instructions to achieve set tasks or objectives.	
Adapts to change by adopting a flexible and co-operative attitude.	
Supportive and comfortable working as a member of a team	
Demonstrates integrity and upholds values and principles.	