

## **Job Description**

### **Grounds Maintenance Operative (Annualised Hours)**

#### **Reports to: Senior Grounds Operative and Foreman**

**Main Purpose:** To carry out duties associated with the cutting of amenity grass verges and to undertake maintenance of cemeteries and other council controlled properties as required.

#### **General Requirements** (this is not intended to be an exhaustive list):

1. To carry out duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships with the public and other workers.
3. To preserve an appropriate and dignified attitude at all times.
4. To undertake work outside in all weathers

#### **Duties**

5. To carry out daily checks on machinery, plant and vehicles to ensure that everything is in working order before operating them and reporting any fault or defect to the Senior Grounds Maintenance Assistant or Foreman.
6. To undertake grass cutting, litter picking, path clearing, hedge cutting, cleaning, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, in and around the streets of Skegness, at the cemetery and at other locations as required.
7. To assist in the preparation of graves for funeral services in accordance with Council procedures.
8. To clean toilet facilities if and when required. To clean and replenish toilet roll, soap and towel dispensers.
9. To clean and maintain all plant, tools and equipment for the purpose of the job, ensuring good housekeeping and security of all such stocks.
10. To carry out miscellaneous improvements works including but not limited to fencing, painting, maintenance and installation of benches.
11. To undertake training and gain certification as required by the job from time to time.
12. Drive Council vehicles including vans, ride-on mowers etc
13. To participate in a Performance, Review and Development meeting and undertake a plan of training where necessary.
14. To undertake any other duties as considered appropriate to the post, which may be assigned by the Foreman, Town Clerk or Deputy Town Clerk.

15. The requirements of this post will require longer hours in the summer and the post holder may be required to work evenings/weekends and/or bank holidays sometimes at short notice.

**All employees will ensure that they;**

- Take care of their own safety and that of others including wearing Health and Safety Equipment that is provided.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Do not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

**Annualised Working Hours**

You will work a minimum nnnn hours per year. It is expected that the bulk of these hours will be completed during the period March to October in accordance with the grass cutting requirements. However, you will be paid at an even rate each month throughout the year regardless of the number of hours you work in a particular month, unless you exceed the minimum hours. For example, in May you may need to work considerably more hours, whilst in December you may not be required to work at all.

This type of work is sometimes weather dependent and working times may need to be rearranged at short notice.

**Annual Leave**

You will accrue annual leave pro-rata to the number of hours worked. It is an expectation that annual leave will mostly be taken out of the busy periods to fit in with the demands of the job. Leave during any of the summer months will require cover to be arranged within the overall Grounds Team and agreed well in advance with the Foreman and Town Clerk or Deputy Town Clerk.

## Person Specification for Grounds Maintenance Assistant

Heading	Essential (you must have these to apply)	Desirable (nice to have but can be learnt on the job if you do not have them)
Experience	<ul style="list-style-type: none"> <li>• Previous experience of working outdoors throughout the year</li> <li>• Experience of undertaking physical labour on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in cemeteries</li> <li>• Experience of grave digging</li> <li>• Experience of using mechanical grass/brush cutters/hedge cutters</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Full driving license</li> <li>• Effective communication</li> <li>• Able to work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Chain saw certificate</li> <li>• Horticultural knowledge</li> <li>• General building/mechanical skills</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Taking pride in your work</li> <li>• Team player</li> <li>• Reliable, dependable and trustworthy</li> <li>• Flexible to the demands of the job including the willingness to work weekends or evenings when required</li> <li>• Self-motivated</li> <li>• Sympathetic to others and able to behave sensitively.</li> <li>• Willingness to learn and undertake training</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Ability to carry out physical tasks including heavy</li> </ul>	

	<p>manual work on a daily basis</p> <ul style="list-style-type: none"><li>• Able to follow instructions and follow procedures</li><li>• Willingness to wear protective clothing</li></ul>	
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