

STURMINSTER NEWTON TOWN COUNCIL

Job Description

Job Title:	Grounds Operative
Location:	Town Council Grounds Workshop at Ricketts Lane, Sturminster Newton
Hours:	37 hours per week
Responsible to:	Grounds Manager
Purpose of role:	To provide high quality maintenance of public amenities and delivery of public services (other than those provided through the Council office).

Responsibilities

Grounds Maintenance

1. To undertake basic gardening tasks and property management tasks such as grass-cutting, hedge-trimming, weed-removal/control (including appropriate use of pesticides), pruning, flower-planting, raking and levelling, litter-picking, bin-emptying, removal of dog faeces, etc.
2. To undertake basic street-cleaning tasks such as sweeping, cleaning, weed-removal or control, bin-emptying, litter-picking, drain-clearing, removal of roadkill, removal of dog faeces, sign-cleaning, snow and ice removal or treatment, etc.
3. To undertake basic right-of-way maintenance tasks such as grass-cutting, strimming and brush-cutting, hedge-trimming, pruning, ditch digging and clearance, sign cleaning and repairs, etc.
4. To perform intermediate buildings and asset maintenance tasks such as inspection, cleaning, painting and decorating, semi-skilled repairs, etc.
5. To design planting schemes and assist in the putting up and taking down of the town's Christmas tree, festive decorations, etc (including working at height).
6. To monitor stock levels of fuels, oils, materials, paints and other materials relevant to your work and report to your line manager when replenishment is required.
7. To use vehicles, clothing, power-tools, hand-tools and personal protection equipment (PPE) provided by the Council as directed by your line manager, to keep them reasonably clean and secure, to inspect them regularly and report any faults promptly to your line manager.
8. To inspect and re-stock grit bins in accordance with the Councils winter maintenance policy and procedures.

9. To act as the eyes and ears of the community with particular regard to vulnerable residents, noting instances of crime, anti-social behaviour, vandalism, graffiti, etc. and reporting these promptly to your line manager.
10. To have a knowledge of health and safety in the workplace procedures.
11. To work within the supplied risk assessments and complete the necessary documentation when appropriate.
12. To complete all necessary job/work sheets, risk assessments and diaries.
13. To note complaints/compliments from members of the public and report these promptly to your line manager.
14. To operate fire and/or intruder alarm installed at Council premises (other than the Council offices) in accordance with directions given by your line manager and ensure buildings are kept secure in accordance with your line manager's instructions.
15. To work additional hours and/or outside normal working hours if requested by your line manager.
16. To respond to emergencies associated with Town Council grounds or property where required.

Other

17. To undergo training relevant to the responsibilities set out above and any additional responsibilities assumed with the agreement of your line manager.
18. To take responsibility for own professional development by participating in reviews with line manager to identify professional development opportunities.
19. To attend Council meetings or participate in working groups where required.
20. To undertake any other tasks reasonably requested by your line manager.