

STURMINSTER NEWTON TOWN COUNCIL

Person Specification

Post title:	Grounds Operative	
Department	Grounds Department	
Line manager	Grounds Manager	
Characteristic	Essential requirements	Desirable requirements
<u>Language skills</u> (ability to communicate)	Ability to communicate well with colleagues and members of the public verbally.	Ability to produce basic written documents.
<u>Manual skills</u> (ability to meet the physical demands of the job)	Ability to work outdoors in all weathers. Ability to use basic hand tools (spade, fork, hoe, broom, saw, hammer, screwdriver, paint-brush, etc.) Ability to use power tools (push-along mower, strimmer, brush-cutter, hedge-trimmer, blower, street-sweeper, drill, angle-grinder, etc.) (subject to training)	Previous experience of outdoor work. Qualification in and/or previous experience of grounds, building, vehicle and/or equipment maintenance work to a semi-skilled standard. Willingness to work at height.
<u>Driving skills</u> (capacity to operate relevant vehicles)	Full UK driving licence	No endorsements on licence. Previous experience of driving a sit-on mower.
<u>Learning skills</u> (willingness to undertake training required for the job and ability to learn and apply new skills)	Willingness to undertake training	Any existing qualification, certification or other evidence of job-related training successfully completed.
<u>IT skills</u> (ability to use essential technology)	Ability to operate tablet/computer (subject to training)	Previous experience of using IT equipment to record work done.
<u>Personal skills</u> (ability to work with other team members, councillors and the public, accept and comply with instructions and conform to the ethos of our organization)	Willingness to comply with instructions from the Grounds Manager and Town Clerk. Willingness to take personal responsibility for working to a high standard. Positive attitude to managing health and safety effectively. Commitment to serving the public to the best of your ability. Ability to remain courteous and civil at all times.	Previous experience of working as part of a team. Previous experience of working under a management structure. Previous experience of working using own initiative where appropriate within the boundaries of the role