**STURMINSTER NEWTON TOWN COUNCIL**

**Person Specification**

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| Post title: | Grounds Operative | |
| Department | Grounds Department | |
| Line manager | Grounds Manager | |
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| Characteristic | Essential requirements | Desirable requirements |
| Language skills  (ability to communicate) | Ability to communicate well with colleagues and members of the public verbally. | Ability to produce basic written documents. |
| Manual skills  (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. |
| Driving skills  (capacity to operate relevant vehicles) | Full UK driving licence | No endorsements on licence.  Previous experience of driving a sit-on mower. |
| Learning skills  (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. |
| IT skills  (ability to use essential technology) | Ability to operate tablet/computer (subject to training) | Previous experience of using IT equipment to record work done. |
| Personal skills  (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 |