

## **MAGHULL TOWN COUNCIL**

### **JOB DESCRIPTION**

**Post:** Grounds Maintenance Operative

**Grade:** D (£18,795 to £19,171)

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**Responsible to:** Amenities Manager

**Responsible for:** None

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### **JOB PURPOSE**

- To ensure a safe and appropriate maintenance of the Council's grounds and facilities, promoting good environmental practice throughout.
- To contribute to the achievement of the Council's targets and objectives in conjunction with Senior Officers.

### **MAIN DUTIES**

1. Undertake duties as required within a work programme that ensures the parks' grounds are suitable for public access and enjoyment.
2. Work as part of a team to ensure the maintenance schedule is implemented as per seasonal requirements.
3. Tasks will include use of appropriate machinery/equipment commensurate with the maintenance of the parks e.g. strimmers, mowers, hedge cutters, chainsaws etc.
4. Undertake necessary training as required in order to operate machinery/equipment.
5. Responsible for ensuring personal protective equipment is adequate for purpose.
6. Required to drive Council vehicles on site to transport equipment and goods.
7. Undertake maintenance tasks within parks (and facilities) including minor repair work, painting, general maintenance in order to ensure a high standard of public service is provided at all times.
8. Promote environmental good practice by taking positive steps to minimise damage to the environment and disturbance to habitats.
9. Carry out regular daily duties including tasks such as litter picking, cleaning and emptying bins.

10. Carry out safety inspections on the Council's Estate to ensure public access is safe and take corrective action as and when necessary.
11. Record incidents/accidents which may occur in parks and follow the relevant policy.
12. Assist with the staging of events in parks including setting up and dismantling of equipment and stewarding as necessary.
13. Undertake training as required – determined by the Staff Appraisal process.
14. Work evenings and weekends in line with the business needs of the Council – appropriate Time Off In Lieu (TOIL) will apply.
15. Work outdoors in inclement weather.
16. Contribute proactively to new initiatives and projects and ensuring they are implemented as determined by the Council.
17. To mentor horticultural apprentices as required including ensuring Health & Safety policies are adhered to and the training of the apprentices in the relevant duties is completed to a high standard.
18. Undertake duties as required by the Amenities Manager/Town Clerk commensurate with the grade of the post.

**GENERAL:**

The postholder will be expected to comply, observe and promote the values and behaviours of the Council in a professional and responsible manner.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work.

The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

**Prepared by:** Alex Spencer

**Designation** Amenities Manager

**Date** January 2020