

Job Description & Person Specification



Job Title	Grounds Maintenance Operative - NDR
Division/Location	TFM Norse Grounds / Norwich
Reporting to	NDR Team Leader
Weekly Hours	40 Hours Per Week, Monday to Sunday / 1 Year Fixed Term Contract
Grade/Salary	£18,138 DOE

Job Description

The Role:

To deliver grounds maintenance, carrying out grounds maintenance works in gardens, highway verges, municipal parks and open spaces. Undertaking all aspects of amenity maintenance, operating and maintaining the appropriate machines, keeping areas tidy and free from debris/litter, lining pitches, shrub/tree pruning, hedge cutting, and weed spraying.

Main Responsibilities

- Mowing, using ride on and pedestrian machines, strimming, lawn edging, turfing, seeding.
- Grass maintenance in parks, open spaces and highways, including clearing grass clippings from hard surfaces after cutting.
- Using recognised horticultural practice for weed and pest control, including herbicide, fungicide and pesticide use in accordance with appropriate licenses and COSSH regulations.
- Litter picking/ street cleansing duties as required.
- Carry out basic tree maintenance as required.
- Drive various vehicles within the scope of an appropriate licence.
- Carry out basic care and maintenance to plant, tools and equipment.
- Complete paper work as instructed.
- Comply with the Council's duties in respect of equalities, health and safety, data protection, freedom of information, and other relevant statute.
- Comply with the Employee Code of Conduct and meet the requirements of the Council's core competencies.
- Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.
- Observe and continually promote equalities and customer care in compliance with Council policy and expectations.
- Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety.

Other Duties

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	PA1 and PA6 certification. Herbicide application experience.	Desirable	AF/I
	Knowledge of horticulture practices (e.g. Bedding displays, weed control)	Essential	AF/I
	Basic knowledge Health and safety legislations	Desirable	AF/I
Experience	Demonstrable experience of working in a previous ground maintenance role	Essential	AF/I
	Experienced in the use of grounds maintenance equipment.	Desirable	AF/I
	Experience using mechanical equipment	Desirable	AF/I
Skills/Abilities	Ability and willingness to deal with the public (customer service)	Essential	AF/I
	Ability and willingness to work in all weathers	Essential	AF/I
	Able to clearly understand concise written and verbal instructions	Essential	AF/I
	Evidence of having worked as part of a team.	Essential	AF/I
Other Requirements	Full Driving Licence to meet the travel requirements of the role	Essential	AF

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:

Date:

Employee Signature:

Approval/Review Date

Approved by Operations Director:

Date
:

Approved by HR Director:

Date
: