



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Location of work	Mobile across Adur and Worthing
Post Title	Grounds Maintenance Operative
Post Number	TBC
Accountable To	Grounds Maintenance Team Leader
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> 1) Colleagues in Parks and Foreshore 2) Colleagues in other departments of the Councils. <u>External</u> 1) General public (park and service users)
Meetings Attended On A Regular Basis	Team Meetings 1-1 meetings (attendee)

Principle Purpose of Job (role summary)

To carry out Grounds Maintenance and horticultural works as part of a mobile team on a variety of sites across the District & Borough ensuring that quality and standards are met.

Main duties, tasks and responsibilities of the post holder

1.	Carry out general Grounds Maintenance tasks in Parks, Open Spaces, Allotments and Cemeteries as instructed.
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2.	Carry out horticultural maintenance works to flower beds, shrub beds and hedges as instructed.
3.	Carry out grounds maintenance works to sports pitches as instructed.
4.	Carry out grounds maintenance works to bowling greens, cricket squares, putting greens and croquet lawns as instructed.
5.	Operate mowing and other equipment associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues working close by, parks users (particularly children and older people) and animals. Observe all relevant risk assessments associated with the job and be vigilant at all times. Inform Supervisor of any problems as soon as they become apparent.
6.	Carry out all daily and periodic machine checks as may be required and record accordingly.
7.	Wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure that it is always fit for purpose.
8.	Operate all road going vehicles in a manner which ensures the safety of the operator, other colleagues and members of the public, by observing all relevant risk assessments and being vigilant at all times.
9.	Clean equipment after each usage. Keep the cabins of all road vehicles clean and tidy and wash the outside of all road vehicles every two weeks or more often when instructed to do so.
10.	Observe manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.
11.	Report incidences of building defects, safety hazards, site security risks, antisocial behaviour, criminal activity byelaw infringement, illegal camping, traveller activities and anything else which might affect site user enjoyment of a site or the Council's reputation or financial position to your supervisor or manager.
12.	Ensure that any site being worked upon is secure during works and also when the site is vacated. This is particularly important in regard to height and low level barriers and other types of traveller deterrent.
13.	To provide an efficient, effective and comprehensive customer orientated service, delivering the duties associated with the post in accordance with the Councils' policies, Standing Orders, Financial Regulations and other authorised procedures and practices.
14.	Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

15.	Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
16.	Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
17.	Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.