**Role Profile**  Operational BCP Band F

**Service/Team** Parks

**Reports to** Grounds Maintenance Supervisor

**Responsible for** 2x Grounds Maintenance Operatives

**Number of posts** \_

**Post number** 104552

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** positively contributing towards ensuring green spaces are maintained and improved for the safe use and enjoyment of residents and visitors

**Job Overview**

To lead a small team taking an active and positive role within BCP Council’s Green Spaces, carrying out Landscape Construction works and grounds maintenance duties.

## Key Responsibilities

* Carry out Landscape Construction and improvement works within BCP Council Green Spaces and commercial clients.
* To mentor apprentices/trainees and submit learning evidence and/or feedback to training providers.
* Drive and operate departmental vehicles and specialist plant and equipment, including excavators, dumpers, rollers, tractors, vans, utility vehicles, breakers and ride-on mowers, and to be responsible for the basic checks, safety and cleanliness of such equipment before and after use.
* Assist with customer enquiries regarding grounds maintenance matters and to report or escalate these enquiries to the Grounds Maintenance Supervisor as appropriate.
* Adhere to all Health and Safety requirements, whilst carrying out duties.
* Complete, review and update dynamic and general risk assessments as and when required.
* Complete all paperwork (both electronically and paper) in relation to asset management systems and works orders.
* Work with volunteers, seasonal staff, agency staff and apprentices in developing the service.
* Undertake additional responsibilities and duties commensurate with the level of the post as and when directed by the Grounds Maintenance Supervisor.

## Specific Qualifications and Experience

Essential

* Basic numeracy and literacy skills with a good understanding of the English language both written and orally.
* Current full UK driving licence.
* Trained or qualified or working towards a City & Guilds, BTEC or NVQ qualification in commercial landscaping or horticulture (or equivalent experience).

Desirable

* Relevant certificates of competence in plant machinery operation associated with landscape construction
* PA1 and PA6 Spraying Certificate.
* Experience of working within the public realm.
* Experience of all aspects of landscape construction.

## Personal Qualities & Attributes

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* Able to work as an effective team member, assisting and supporting other teams members as and when required.
* Ability to work on own initiative and co-ordinate the work of the team.
* Respects equality and diversity and adopts a fair and inclusive approach with everyone.
* Open to and supportive of change and actively makes recommendations for improvement where needed.
* Committed to achieving and maintaining standards of excellence.
* Possess a high level of resilience, emotional stability and maturity in view of the working environment.
* Be physically fit to undertake prolonged periods of manual labour.

## Job Requirements

* Able to work across all green space sites within the BCP area, carrying out landscape construction operations.
* Able to work outside in all weather conditions (appropriate protective clothing will be supplied).
* Able to work safely, using PPE, when undertaking duties with appropriate safety measures and equipment as detailed in the Standard Operating Procedures and Risk Assessments.
* Able to follow daily and weekly instructions, and able to follow set working routines.
* Able to provide own transportation to sites each morning (departmental vehicles will be provided if travelling between sites during the working day).
* Able to work flexible hours at short notice during the working week.
* Comply with the requirements of GDPR and ensure the appropriate level of protection of personal information and confidentiality.
* The post holder will be required to wear the appropriate work uniform/branded clothing supplied.

Prepared by: Liz Hall

15/05/2024