 **BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT: Environment**

**JOB TITLE: Senior Grounds Maintenance Operative**

**POST No: 7788**

**GRADE: BCP Band F**

**RESPONSIBLE TO: Operations Supervisor/Resource Coordinator**

**MAIN PURPOSE**

* Make a positive contribution to achieving Street Scene purpose – “Help ensure that Bournemouth, Christchurch and Poole are safe, clean, protected, attractive and easy to use.”
* To provide a professional and efficient greenspace maintenance service on behalf of BCP Council.
* Work alongside communities, contractors, and partners of BCP Council to achieve purpose.

**MAIN RESPONSIBILITIES**

1. To work as part of a team delivering Street Scene purpose
2. To perform horticultural activities, grounds maintenance, hard landscaping and other related tasks.
3. To assist the Area Officers and Operations Supervisors with the delivery of works, developing work programmes and maintenance schedules.
4. Coordinate the work of any allocated employees within the team, providing operational support and guidance to ensure the team work meets purpose.
5. To carry out duties as trained and in conjunction with health and safety legislation.
6. To act as a point of contact for members of the public and clients whilst carrying out tasks and duties.
7. To mentor apprentices/trainees and submit learning evidence and/or feedback to the training provider
8. To input into maintenance and development schemes, such as landscape design and bedding displays taking into account local conditions and current trends.
9. Be responsible for the safe operation and security of any equipment and plant in the team’s possession. Liaise closely with Fleet Operations to ensure vehicles are maintained in a roadworthy condition and serviced/repaired as and when required.
10. Supply quantitative site information to assist in the preparation of quotations.
11. Assist in the preparation/updating of risk assessments to ensure safe working practices are developed.

1. To deal effectively with customer enquiries generated verbally and issued through the corporate customer contact system.
2. To create a positive impression with customers and work to manage their expectations.
3. Report issues that affect the day to day running of the service.
4. Undertake other duties and functions appropriate to the position, which contribute to the purpose of Street Scene.
5. Work with volunteers, seasonal staff, agency staff and apprentices in developing the service.
6. Notify Supervisors and/or Business Support at the earliest opportunity of significant or potentially disruptive works/incidents to prevent or reduce enquiries and/or complaints.
7. To wear the regulation uniform and personal protective equipment provided and keep it clean and tidy.
8. Ensure any pool vehicles, plant and equipment used are in a satisfactory condition, kept clean and tidy, and appropriate records kept.
9. Deputise for the Operations Supervisors/Area Officer as appropriate.
10. To undertake such other duties as may be required from time to time commensurate with the level of the post.
11. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by: Simon Legg Updated June 2019

The Council reserves the right to add, amend or otherwise alter the duties shown in this job description provided that these are commensurate with the status, experience and qualifications of the employee.

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   1. Experience in delivering a wide range of Horticultural or Grounds Maintenance related tasks 2. Assisting in the programming and scheduling of work 3. Working as part of a team | E  E  E | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   * Either trained/qualified or working towards a qualification in landscaping, horticulture or arboriculture or with appropriate experience * Relevant certificates of competence in plant and machinery use * Health and Safety * First Aid * Trained in the use of machinery and pesticides | E  E  E  D  E | Application Form  Certificates |
| **APTITUDES /ABILITIES**   * Ability to work on own initiative and co-ordinate the work of a team * Highly developed organisational skills * Physically fit and able to work outside in all weathers * Motivate and support team members performance | E  E  E  E | Application Form  Interview  References  (Practical Test – only if applicable) |
| **KNOWLEDGE**   1. Plant, equipment and grounds maintenance/horticultural practices 2. Hard and soft landscaping 3. Powered hand tools, equipment and plant | E  D  E | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   1. Adaptable to changing circumstances 2. Team working and willing to learn with others 3. Demonstrates a can do approach to service delivery | E  E  E | Application Form Interview  References |
| **OTHER FACTORS**   * Full valid UK driving licence * Willing to work outside in all weathers | E  E | Application Form  Interview  Driving Licence |