**Role Profile**  Operational BCP Band E

**Service/Team** Parks

**Reports to** Grounds Maintenance Operative

**Responsible for** N/A

**Number of posts** \_ 1

**Post number** 101412

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** maintaining and improving green spaces for the benefit of residents and visitors.

**Job Overview**

To take an active and positive role within BCP Council’s parks and open spaces, carrying out grounds maintenance and horticultural duties and assisting other team members with all aspects of work carried out by the Parks colleagues.

## Key Responsibilities

* Carry out grounds maintenance operations within Parks and Open Spaces, including grass cutting, hedge cutting, and other general horticultural duties.
* Use appropriate tools including powered hand tools e.g. strimmers and hedgecutters (training provided) in a safe and efficient manner.
* Drive and operate departmental vehicles and specialist plant and equipment, including excavators, compact tractors, vans, utility vehicles 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) associated with daily operations.
* 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 grounds maintenance.
* PA1 and PA6 Spraying Certificate.
* Experience of working within a public environment.
* Experience of commercial grounds maintenance operations.

## Personal Qualities & Attributes

* Able to work as an effective team member, assisting and supporting other teams members as and when required.
* Able to work unsupervised following a period of training and familiarisation.
* 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 Greenspace sites within the BCP area, carrying out grounds maintenance 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 if required during the working week.
* The post holder will be required to wear the appropriate work uniform/branded clothing supplied.

 Updated by: Chris Mcmillan

 24/06/2024