



## **JOB DESCRIPTION**

<b>Department</b>	:	<b>Street Scene</b>
<b>Section</b>	:	<b>Operational Services</b>
<b>Post</b>	:	<b>Environmental Grounds Maintenance Trainee</b>
<b>Grade</b>	:	<b>Grade B</b>
<b>Effective Date</b>	:	<b>December 2017</b>
<b>Responsible To</b>	:	<b>Operations Team Leader</b>
<b>Responsible For</b>	:	

Undertaking general environmental operational work in around open spaces throughout the District of West Oxfordshire.

### **Main Duties & Responsibilities**

#### **Grounds**

- Driving and operating various grass cutting and hand held equipment.
- Assist with the general maintenance and cleanliness of shrub beds, trees and general open spaces in accordance with agreed performance targets.
- Application of fertilisers and herbicides using a knapsack sprayer.
- Assist with the preparation of small landscaping projects and minor works.
- Attend college and meet all training course requirements to meet the post criteria.
- Completion of quality paperwork returns, such as HAVI, VOSA, on a daily basis.
- The ability to read and understand plans and maps for executing work orders.
- Undertake H&S inspections and complete relevant RA and SSOW in line with team requirements.

#### **General Duties**

- Carry out daily maintenance checks on all vehicles, plant and equipment used.
- Operating within Ubicos customer care policies including the wearing of uniform clothing provided and name tags during working hours only.
- Ensure that any identified personal training needs are discussed with the immediate supervisor. In accordance with the provisions of the Health and Safety at Work etc Act 1974 take reasonable care for the health and safety of yourself and of other people who may be affected by your acts or omissions at work; and co-operate with the Council so far as is

necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.

- This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.
- Undertake any other duties that can be accommodated within the grading of the post as operational requirements determine. This will include working in other sections of Operational Services e.g. Cleansing, Waste and Recycling.

## **WORKING ARRANGEMENTS**

- There will be a seasonal variation in working hours due to the nature of this post. The post holder will therefore be expected to work: and 74 hour fortnight with a number of variations which includes a 4 day week in the winter.
- The requirement to travel around the district will be an essential feature of the performance of the above duties for which a full driving licence is required or the ability to show you are working towards attain it in the near future.. A Council vehicle will be provided during the working day.
- In line with the Risk Assessment the risk of tetanus and hepatitis has been highlighted. Ubico recommend inoculation as a precautionary measure and that the post holder considers having the relevant inoculations.

I agree this job description is a true reflection of the duties of the post

Line Manager Signature..... Date.....

Employee Signature..... Date.....