



## Job Description

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Job Title:</b>       | <b>Groundsman</b>                |
| <b>Post No:</b>         | <b>UBO166</b>                    |
| <b>Grade:</b>           | <b>C + 5% shift allowance</b>    |
| <b>Division:</b>        | <b>Environmental Maintenance</b> |
| <b>Location:</b>        | <b>Station Lane Depot Witney</b> |
| <b>Responsible to:</b>  | <b>Team Leader</b>               |
| <b>Responsible for:</b> | <b>Agency staff</b>              |

### Part A: Job purpose

To carry out a wide range of routine grounds maintenance and street scene activities in various locations throughout the District and external locations in accordance with service level agreements under the supervision of a Team Leader.

This job description operates in conjunction with the company constitution including the scheme of delegations

### Part B: Key result areas

#### 1. Own personal management and development

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) to ensure that the company's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) to read and respond to corporate communications and information which is disseminated
- d) to participate in the company's agreed performance appraisal system.

#### 2. Responsible for all physical resources and budgets allocated to the unit.

- a) no budget responsibility;
- b) ensure all resources (including vehicles, mowing equipment, plant and tools etc) are used safely, legally and efficiently;
- c) to comply with standing orders, financial regulations and all other company policies and systems for ensuring financial probity.

### **3. Professional / technical**

- a) maintain personal professional/technical competence within the service area in part C;
- b) to hold a Vehicle Driving Licence in category B,C or C1 with the ability to tow large trailers.

### **4. Other responsibilities**

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery;
- b) to comply with all aspects of the corporate health, safety and welfare policy;
- c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

## **Part C – Specific Service Areas**

### **Main Duties and Responsibilities**

#### **Driver Roles and Responsibilities**

- a) Undertake visual daily checks of the vehicle and trailer before and after use to ensure it is maintained in good working order. including checking oil, water, tyres, lights, ramps, doors and any safety devices.
- b) To report any problems with the vehicle on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;
- c) To undertake any required paperwork to ensure compliance with all relevant transport legislation;
- d) To comply with all transport legislation;
- e) To be responsible for driving company vehicles safely around in the Witney West Oxfordshire area, showing due regard for other road users and local residents. Occasionally you may be required to operate outside of the district.
- f) To be responsible for requesting / utilising other team members as banks persons to assist in any difficult vehicle manoeuvres;
- g) To ensure vehicle is left clean and empty at the end of each working day.

#### **Horticultural and Street Scene tasks**

- a) the planting and maintenance of trees, shrubs and annual bedding schemes;
- b) the annual maintenance of hedges;
- c) to assist the Supervisor and Team Leader with the supervision of temporary staff to ensure that they are carrying out their duties professionally, safely and efficiently;

- d) grass care and maintenance; to include grass mowing using a wide range of mechanical equipment.
- e) Undertake visual daily checks including, blades, cords, HAVI metres of any mower or plant before it is used to ensure that it is in good and safe working order,
- f) To report any problems with the mower or plant on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;
- g) To undertake any required paperwork to ensure compliance with all relevant transport and/or health and safety legislation;
- h) the application of pesticides;
- i) sports grounds maintenance;
- j) The ability and competence to operate a wide range of mechanical mowers and sweepers to provide a clean tidy and pleasant environment to green space and street scene locations.
- k) General cleansing operations to green spaces and street scene locations to include sweeping, litter collection and emptying dog/litter bins.
- l) Snow and ice clearing during the winter period
- m) to drive and operate all vehicles, plant and machinery in accordance with the manufacturers' instructions and established good practice;

### **Safety Duties**

- a) to comply with Health and Safety at Work Act Policy Statement for the Environmental maintenance section and all other regulations applicable to horticultural/street cleansing activities;
- b) to undertake training on the safe operation and use of any street cleaning equipment where necessary