



## Job description and employee specification

<b>Job title:</b>	Grounds Maintenance Operative	<b>Location:</b>	West Oxfordshire
<b>Reports to:</b>	Team Leader	<b>Working hours:</b>	37 annualised hours per week
<b>Job number:</b>	TBC	<b>Salary grade:</b>	C
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	To carry out a wide range of routine grounds maintenance throughout the season and other waste activities in various locations throughout the District and external locations in accordance with service level agreements under the supervision of the Team Leader.		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <ul style="list-style-type: none"> <li>• undertake visual daily checks am and pm of the vehicle and trailer before it is used to ensure that the vehicle and trailer are in good working order, including checking oil, water, tyres, lights and beacons;</li> <li>• to report any problems with the vehicle on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;</li> <li>• to undertake any required paperwork to ensure compliance with all relevant transport legislation;</li> <li>• to be responsible for driving Company vehicles safely around West Oxfordshire Area, showing due regard for other road users and local residents;</li> <li>• to be responsible for requesting / utilising other team members as a reversing assistant to assist in any difficult vehicle manoeuvres;</li> <li>• to ensure company vehicle is left clean and empty at the end of each working day.</li> <li>• the planting and maintenance of trees, shrubs and annual bedding schemes;</li> <li>• the annual maintenance of hedges;</li> <li>• to assist the Supervisor and Chargehand with the supervision of temporary staff, to ensure that they are carrying out their duties professionally, safely and efficiently;</li> <li>• grass care and maintenance; to include grass mowing using a wide range of mechanical equipment.</li> <li>• Undertake visual daily checks of any mower or plant before it is used to ensure that it is in good working order,</li> <li>• To report any problems with the mower or plant on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;</li> <li>• To undertake any required paperwork to ensure compliance with all relevant transport and/or health and safety legislation;</li> <li>• the application of pesticides;</li> <li>• sports grounds maintenance;</li> <li>• 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.</li> <li>• General cleansing operations to green spaces and street scene locations to include</li> </ul>		



	<p>sweeping, litter collection and emptying dog/litter bins.</p> <ul style="list-style-type: none"> <li>• Snow and ice clearing during the winter period</li> <li>• Assisting residents in West Oxfordshire District Council with flooding, by delivering sand bags</li> <li>• Helping waste and recycling crews during off season to collect a waste if required</li> <li>• To drive and operate all vehicles, plant and machinery in accordance with the manufacturers' instructions and established good practice</li> <li>• Undertake winter maintenance including ditch clearing, distribution and spreading of salt and grit</li> <li>• Engage in the Out of hours standby system</li> <li>• Ability to undertake the erection of street signs and fitting park benches</li> <li>• Undertake inspections of playground equipment</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation's health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.</li> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b> <ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>✓ <b>Work together</b> – communicate well and help each other.</li> </ul> </li> </ul>
<p><b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Must possess a basic knowledge of horticulture</li> <li>• Must possess basic knowledge of vehicles, plant and machinery for use within a grounds maintenance environment</li> <li>• Must have basic knowledge of health and safety requirements within a grounds maintenance environment</li> <li>• Working as part of a team</li> <li>• Previous experience of working with mobile or static plant and equipment.</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Ability and experience of driving Transit sized caged vehicles safely</li> <li>• Ability to make required daily checks on vehicles, mowers and plant</li> <li>• Ability to read and follow basic information / instructions</li> </ul>



	<ul style="list-style-type: none"> <li>• Must be a proactive team member with a positive attitude and customer focussed approach to work</li> <li>• Ability to effectively communicate factual information and customer feedback to colleagues and management</li> <li>• Ability to use initiative and work with minimum supervision</li> <li>• Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</li> <li>• Ability to maintain a quality service delivery and operate within the values of the company</li> <li>• Ability to maintain a neat, tidy and clean personal appearance</li> </ul>	
<b>Desirable requirements - qualifications, skills, abilities and experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working on grounds maintenance activities is desirable but not essential</li> <li>• NVQ level 1 or 2 in horticulture</li> </ul>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• Prepared to work outdoors in all weather conditions.</li> <li>• Participate in the Company out of hours scheme</li> </ul>	
<b>Date created:</b>	September 2019	
<b>Date reviewed:</b>		
<b>Created/reviewed by:</b>	<b>Name: Bob Lightfoot</b>	<b>Job title: Operations Manager</b>

