

## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **JOB DESCRIPTION**

**DIVISION:**                   **Operational Services**

**DEPARTMENT:**               **STREET SCENE SERVICES**

**POST TITLE:**               **Grounds Maintenance Operative**

**REPORTS TO:**               **Street Scene Supervisor**

**RESPONSIBLE FOR:**       **N/A**

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#### **JOB SUMMARY:**

1. To undertake a wide range of hard and soft landscape duties in the outside environment including but not limited to clearing, sweeping, repairing, cleaning, emptying, maintaining, collecting, disposing, trimming, watering, sowing, growing and planting.
2. To undertake horticultural, grounds maintenance and cleansing duties in accordance with agreed schedules and working practices.
3. To undertake and maintain written site inspection reports and complete daily and weekly work sheets.
4. To provide attendant duties at the Council's parks, playing fields and town centre facilities.
5. To maintain site cleanliness and ensure the proper use and security of facilities.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To undertake the following tasks:

a)      **Horticultural duties:**

- Tree, shrub and whip planting.
- Tree, shrub and whip pruning and maintenance.
- Tree climbing and felling.
- Turfing and seeding operations.
- Spring and summer flowerbed maintenance and planting.
- Shrub bed maintenance.
- Hedge cutting and hand pruning.
- Grass cutting.
- Excavation and preparation of burial plots.

- b) Grounds maintenance duties,
    - The preparation and maintenance of sports facilities including football, cricket, athletics, tennis, netball and bowls.
    - Sport and fine turf maintenance including brushing, aerating, rolling, scarifying, top dressing, fertilising and repairs etc.
    - Measuring, setting out and marking sports facilities including football, cricket, rounders, netball and athletics in accordance with the rules of the game.
    - Erection, removal and maintenance of sports equipment e.g. football posts, tennis nets and posts, netball posts etc.
  - c) Weed control,
    - Manual weed control to hard and soft landscaped areas.
    - Application of herbicides on landscaped areas.
    - Application of herbicides and pesticides on fine turf and sports areas.
  - d) Cleansing duties
    - Clearing litter, leaves, dog fouling and other debris as and when required.
    - Street, path and verge cleaning duties, eg sweeping and litter picking.
    - Litter and dog bin emptying and cleansing.
    - Cleansing of bus shelters, toilets and changing room facilities.
    - Collection and disposal of fly tipping.
    - Removal of graffiti.
  - e) Building and vehicle maintenance and security,
    - Safety inspections of vehicles, plant, pedestrian and hand machinery ensuring the safe operation and movement of vehicles and plant in accordance with agreed practices.
    - Opening and closing of buildings including public toilets, parks, changing rooms, pavilions and depots.
    - Where appropriate, liaise with Police and other enforcement agencies to ensure site security and the safety of people using site facilities.
  - f) Communications
    - The communication of appropriate information to the supervisor and users of our facilities.
    - To deal with queries from members of the public courteously and in a helpful manner.
2. To comply with the Customer Service Code of Practice.
  3. To ensure adherence to the Council's Health & Safety Policy.
  4. To support, promote and comply with the Council's Equal Opportunities and Diversity Policy when undertaking the duties of the post.

5. To undertake other duties as may be prescribed from time to time by the Direct Services Manager or his representative commensurate with the experience of the post holder and the grading of the post.
6. To comply with the Council's Employee Code of Conduct
7. To observe the requirements of the Council's Equal Opportunities & Diversity policy.