



JOB DESCRIPTION

Job Title	Open Spaces Operative
Reports to	Open Spaces Team Leader/Open Spaces Manager
Hours of Work	Annualised Hours - average 37 (hpw)
Line Management Responsibility	N/ A
Grade	SCP 13 - 17 (£28,163 - £30,060)
Place of Work	Based at Chelston Depot but deployed around the town and surrounding areas

Job Purpose (brief summary of role) This role involves keeping our facilities free from litter and our changing rooms and toilets clean, as well as assisting with general grounds maintenance works such as grass mowing, watering, weeding and working in the cemetery. The role involves some basic maintenance of buildings. The post holder will need to be able to adhere to all current and future Health and Safety requirements that are required to safely carry out the role. The work is carried out on a cyclical basis, is physically demanding and carried out in all weather conditions.

Main Duties (detail activities)

1. Clearing Town Council maintained properties and other public areas of dropped litter.
2. Clearing changing rooms and undertaking the legionella checks.
3. Mowing, strimming and cutting backing of grounds at Town Council maintained sites in line with agreed grounds maintenance regimes.
4. Inspection of play areas and pitches for safety and cleanliness, and completion of record of checks.
5. Locking and unlocking of buildings and facilities as required with responsibility for safeguarding keys and the security of property belonging to Wellington Town Council.

6. On a rota basis undertake locking and unlocking of Wellington Park and the Playing Field, including weekends and bank holidays for which additional payments will be made.
7. Carrying out basic building maintenance tasks on Town Council buildings including basic repairs, decorating, etc.
8. Planting, maintenance and watering of floral displays and hanging baskets.
9. Assisting with preparation of sports pitches and unlocking/locking facilities for use by sports teams.
10. Identifying and noting the main areas of litter pollution within the town by visual inspection and to reporting any incidents of graffiti, vandalism or dog fouling to the Town Council office/supervisor.
11. Maintaining a weekly record of areas covered, cleaning carried out, problem areas found, and hours worked.
12. Carrying out any other tasks that may be required by the Town Clerk commensurate with the role.
13. Working with the wider team on events put on by Wellington Town Council. This events maybe in outside of the usual working pattern.

Additional Information

Salary and Hours

Grade: NJC SCP 13 -17 (£28,163 - £30,060) depending on experience, plus local government pension, training and uniform.

Hours of Work: 42 hours per week from April to October and 32 Hours per week from October to April. You will be paid a consistent 37 hours per week across the year. The post holder will also be expected to be available to work additional hours at occasional large-scale events held on our sites and to provide additional capacity at other busy times. These hours will be prearranged with sufficient notice.

Additional Payments: You will be paid £15 a day when on park locking/unlocking duty and £30 a day when that duty falls on a Bank Holiday

Leave Entitlement: 22 days per annum, two statutory days plus public holidays.

General:

Wellington Town Council has a zero-tolerance policy on drugs or attending work under the influence of alcohol. Where staff are using machinery (such as, grounds maintenance works) random drug testing is in place.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork, helping others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within Wellington Town Council as outlined in the Staff Handbook. You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

A driver's licence is essential for this role as the postholder will be required to drive vehicles and equipment whilst working at various locations within the town. The ability to work on your own initiative and without supervision is also essential. As this role may involve contact with children and other vulnerable adults, the postholder will be subject to DBS checks.

Person Specification

Experience	Essential	Desirable	Evidence
Experience of using a range of grounds maintenance tools, equipment and vehicles and ride on mowers.	X		Application
Experience in grounds maintenance.	X		Application
Experience of maintaining grounds maintenance equipment.	X		Application

Behaviour and Characteristics	Essential	Desirable	Evidence
Friendly, approachable and professional always while representing the Town Council	X		Application/Interview
Ability to work as part of a small team and to perform designated tasks safely, accurately and efficiently.	X		Application
Ability to work independently, using your own initiative and deal with matters as they arise.	X		Application
Ability to demonstrate pride in your work and in keeping community facilities to a high standard.	X		Application
A flexible 'can do' attitude and a willingness to tackle any task.	X		Application

Qualifications	Essential	Desirable	Evidence
NVQ Level 2 in Horticulture or relevant experience.		X	Application
Chapter 8 NRSWA 002 Signing, Lighting and Guarding.		X	Application

Health and safety in grounds maintenance or play area inspection qualifications.		X	Application
Trailer licence.	X		Application
Full UK driver's licence.	X		Application
Hold a PA1 & PA6		X	Application

Knowledge and Skills	Essential	Desirable	Evidence
Ability to adhere to all current and future health and safety requirements that are required to safely carry out the role and operate equipment.	X		Application
Availability to work weekends and bank holidays as part of a rota if needed.	X		Application
Very good level of physical fitness.	X		Application
A generally 'practical' nature with the ability to turn your hand to several maintenance related tasks.	X		Application