

JOB DESCRIPTION

JOB TITLE:	Temporary Tidy Up Operative
DATES:	May 2022 up to 3 months to be reviewed monthly
PLACE OF WORK:	Haydon Wick Parish Council
GRADE / SPINE POINT:	£10.80 inclusive of annual leave & sickness entitlement
HOURS OF WORK:	22 hours per week. Monday, Wednesday & Friday. Occasional additional Weekend & Bank Holiday work as required.
ALLOWANCES:	Use of a Council vehicle
REPORTS TO:	Head of Parks & Open Spaces
SUPERVISORY RESPONSIBILITIES:	None
FINANCIAL RESPONSIBILITIES:	None

Main Purpose of the Job

To ensure the effective delivery of a wide range of street scene and horticultural related activities on land owned and maintained by the Council and its clients.

To achieve this the post holder will:

- Ensure that the work they carry out is to the highest standard
- Assist the Head of Parks & Open Spaces to meet the requirements of Council
- Contribute to and implement service improvements
- Assist in the maintenance of Health & Safety systems, carrying out of risk assessments and ensuring safe systems of work are adhered to

Summary of Responsibilities and Duties of the Job

1. To undertake a role in the development and maintenance of the Parish's Parks and Open Spaces, namely recreation areas, play equipment, public footpaths and allotments.
2. To ensure that all work allocated is carried out in accordance with the needs of the Council and meets all relevant legal requirements.
3. To carry out plant, vehicles and machinery maintenance as required.
4. The duties of the post will include, but are not limited to, the following areas:

Grass & Hedge Cutting
Litter collection/emptying of bins
Street cleansing

Maintenance of open spaces and footpaths

The above list is not exclusive or exhaustive, there may be other duties and requirements associated with the post and in addition, as a term of your employment, you can be required to undertake other duties and/or hours of work.

5. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.
6. Ensure that compliance to the relevant health & safety regulations are maintained by yourself and colleagues and bring to the attention of management any deviance.
7. To contribute to any investigation into complaints and enquiries from customers and colleagues in accordance with good service practice.
8. To maintain any issued uniform in a good condition. To act at all times in a manner which will not bring the Council into disrepute.
9. To attend and contribute to staff meetings.
10. To carry out such other duties and responsibilities as may reasonably be required.

External and Internal Contacts

Councillors, customers, members of the public, other staff and partner agencies.

Working Environment

On-site as required.

Health and Safety at Work

The Council's Policies, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Council's Data Protection Policy.

PERSON SPECIFICATION – Tidy Up Operative

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview
Qualifications			
Good standard of general education	D	X	
Hold current valid UK driving license	E	X	X
Experience & Knowledge			
Ability & willingness to work outdoors and in inclement weather	E	X	X
Ability to work on own initiative.	E	X	X
Some basic knowledge/awareness of health & safety.	E	X	X
Good level of interpersonal and team skills.	E	X	X
Ability to demonstrate flexibility and to understand the need to provide an efficient service .	E	X	X
Basic knowledge of grounds maintenance work	D	X	X
Skills & Abilities			
Ability to work effectively and complete tasks in a timely fashion	E	X	X
Suitability and motivation to work with the public	E	X	X
Ability to record detailed and accurate works information	D	X	X
Experience of working with a range of portable tools, small plant, ladders and hand tools.	E	X	X
Good communication and interpersonal ability	E	X	X
Ability to organise oneself and set priorities for workload	D	X	X

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the Parish Council is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.