

## JOB DESCRIPTION

### Post Details

<b>Job Title:</b>	Outside Services Operative	<b>Grade: Scale Point</b>	
		<b>£16,491 per annum</b>	
		<b>£8.57 per hour</b>	
<b>Department:</b>	Outside Services		
<b>Hours :</b>	Full Time - 37 hrs per week	<b>Annual Leave</b>	
		(excluding bank holidays)	23 days

### Job Purpose

To provide an efficient and courteous service to residents of Dronfield, working as part of our Outside Services team, carrying out various duties maintaining land and property in the ownership of the Council including Parks and Open spaces, Play areas, Council buildings, allotments and cemeteries.

### Reporting Relationships

**Accountable to:** Works Foreman

**Responsible for:** None

### Duties and Responsibilities – Job Specific

Maintaining land and property in the ownership of the Council including Parks and Open spaces, Play areas, Council buildings, allotments and cemeteries. Work to include grass cutting by use of triple mower and tractor, pruning of bushes and trees, maintenance of play areas, maintenance of footpaths, litter picking and sweeping, control of weeds and other vegetation planting flower beds and maintenance, cleaning of bus shelters and maintenance, sweeping up glass and glass repairs, winding up church clock, cleaning football changing rooms, filling of grit bins, litter picking.

To carry out maintenance of facilities within the cemetery. Find old graves, mark out new grave plots, square of inside of new graves and remove soil, carry out preparation of graves for burial and restoring graves after burial.

Undertake repair and maintenance work including metalwork, joinery, painting etc. to the Council's various buildings, structures and grounds; construction projects to provide parks, steps, footpaths etc.

Undertake repair and maintenance work to vehicles, plant and other equipment,
Operate generally portable machinery both owned and hired by the Council
Undertake regular inspections of all the Town Council's properties including allotments, cemetery, recreation grounds and play areas, bus shelters, and Council buildings and amenities identifying necessary repairs and desirable improvements.
Such other duties appropriate to the responsibility of the post as required from time to time by the Foreman or the Town Clerk.

<b>Duties and Responsibilities – General</b>
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

<b>Disclosure &amp; Barring Service check</b>
Not applicable

<b>Date Produced/Last Amendment</b>
April 2017

<b>Employee Signature</b>
<p>..... Date: .....</p>

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.