

JOB DESCRIPTION

Post Details

Job Title: Outside Services Operative **Grade:** SCP 4 (£9.58 per hr)

Department: Outside Services

Hours: 37 hours a week
(core hours are 7.30am to 4:00pm Monday to Thursday and 7:30pm to 12:30pm on Friday.) **Annual Leave** 28 days
(excluding bank holidays)

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: Outside Services Manager

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, pruning of bushes and trees, maintenance of play areas, litter picking and sweeping, control of weeds and other vegetation.

To carry out maintenance of facilities within the cemetery. To 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, grit bins 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 Outside Services Manager or the Town Clerk.

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| Duties and Responsibilities – General |
| 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. |

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| Disclosure & Barring Service check |
| Not applicable |

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| Date Produced/Last Amendment |
| 3 rd December 2020 |

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| Employee Signature |
| <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.

PERSON SPECIFICATION

| Post Details | | | |
|---------------------|----------------------------|------------------|------------------------|
| Job Title: | Outside Services Operative | Grade: | Scale 4 (£9.58 per hr) |
| Department: | Outside Services | Post Ref: | DTCOSO |

| Qualification Requirement | Essential/Desirable | Measurements |
|---|----------------------------|-------------------------------|
| Basic standard of education. | E | Application Form Interview |
| Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner | | |

| Specialist Knowledge | Essential/Desirable | Measurements |
|---|----------------------------|-------------------------------|
| An understanding on Health and Safety (Regulations and Codes of Practice for Working environment) | E | Application Form Interview |
| Basic knowledge of Road Traffic Act legislation where applicable when working on or adjacent to the highway | E | |
| Knowledge of the local area | D | |

| Experience | Essential/Desirable | Measurements |
|--|----------------------------|-------------------------------|
| Ability to use small hand or power tools | E | Application Form Interview |
| An ability to deal with conflicting demands | E | |
| Undertaking strenuous manual work activity | E | |
| Previous experience working in grounds maintenance | D | |
| Other requirements of the Job: Full current driving licence in order to be able to drive the following vehicles (Category B) Tractor with ability to use all attachments – loading bucket, mower | E | |
| Be physically fit in order to undertake the following physically demanding duties Assist with the loading/unloading of vehicles (e.g. hardcore, grit, gravel, machinery etc.) | E | |

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| The ability to work on own initiative to competing deadlines displaying tact and discretion at all times. | E | |
| Flexible approach to working duties (i.e. times / locations of work) | D | |
| A willingness to work outdoors in all weather conditions. | E | |
| The ability to demonstrate strong customer focus and a commitment to service improvements | D | |
| A willingness to work within a team environment | E | |

| Key Skills | Essential/Desirable | Measurements |
|---------------------------------------|----------------------------|----------------------------|
| Providing good customer service | E | Application Form Interview |
| Working effectively as part of a team | E | Application Form Interview |
| Good communication skills | E | Interview |

| Role Specific | Essential/Desirable | Measurements |
|---|----------------------------|----------------------------|
| Ability to set up and maintain accurate information recording systems. | D | Application Form Interview |
| Good time management skills and ability to remain calm, in a busy environment with tight and often conflicting deadlines. | E | Interview |
| Ability to exercise judgement in relation to priorities and to define objectives clearly | E | Application Form Interview |
| Ability to work with minimal supervision | E | Application Form Interview |
| Good project management skills and understanding of process of planning and organising process changes | D | Application Form Interview |

| Equalities | | |
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| To demonstrate a commitment to and understanding of the Authority's approach to diversity/equality | E | Interview |

| Date Produced/Last Amendment |
|-------------------------------------|
| December 2020 |