

Dronfield Town Council - Job Description

Analyst: O/Services Team Leader	Date: 24 th July 2023
Job Title: Outside Services Operative	Depart: Outside Services
1. Job Details	
(a) Responsible to:	Outside Services Team Leader
(b) Responsible for (subordinates):	Not applicable
(c) Working Hours: 37 hours per week usually Monday to Friday (<i>core hours are 7.30am to 4:00pm Monday to Thursday and 7:30pm to 12:30pm on Friday</i>)	(d) Salary Range: FTE £21,189 pay award pending
(e) Essential Qualifications: Qualifications in weed spraying, quad bike riding, risk assessments, PASMA and triple lawn mower operation, would be beneficial.	
(f) Essential Experience: Past experience of grounds maintenance.	
2. Job Summary (Description of main purpose of job): 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 a cemetery.	
3. Key Tasks:	
Job Specific Duties 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, weed spraying and planting. 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 steps, footpaths, repair benches and remove graffiti. To fill grit bins as and when required	

To undertake the removal and installation of speed indicator devices on a two monthly basis and download relevant data.

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.

To support Council run events including but not limited to the Gala, Remembrance Sunday and the Christmas Lights Switch-on.

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.

General Duties

To deal effectively and politely 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.

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.