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| **Post title:** | Grounds Maintenance Operative |
| **Grade:** | CD – E |
| **Responsible to:** | Grounds Maintenance Team Leader |
| **Staff managed:** | None |
| **Directorate:** | Environment |
| **Service:** | Highway, Transportation, Parking, Street Scene, Parks and Grounds |
| **Job family:** | **OS - Operational Support**  |
| **Date of issue:** | May 2024 |

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| Job context |
| The Grounds Maintenance Service has a reputation of having a willingness and can do approach to service delivery for our customers to maintain and enhance our parks and open spaces across North Yorkshire. The post holder will be required to undertake all aspects of the Councils grounds maintenance service, including grass cutting, shrub bed maintenance, cemetery duties, grave digging, play park inspections, weed control, growing and planting of bedding plants, and tree works.The role will require the post holder to communicate and liaise with other council officers relating to the grounds maintenance service, stakeholders, and members of the public.The postholder will be based at one of the grounds depots or school sites and will be required to travel to sites within an allocated geographic area of the County.A DBS clearance will be required for any postholder working in a school setting. |

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| **Job Purpose:** | **To provide a quality Grounds Maintenance service, carrying out horticultural and grounds maintenance tasks to a required standard at a number of NYC and contracted sites, including school grounds, public areas and cemeteries.** |

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| Operational management: | Grade CD* Grass Cutting using tractor-driven, ride-on, pedestrian and held hand equipment.
* Maintenance of shrub, herbaceous and annual bedding plants including tree and shrub planting and application of herbicides.
* Pruning and removal of trees and shrubs as required and minor tree works.
* Hedge trimming using appropriate machinery and/or equipment
* Leaf clearance and collection and removal of debris and litter
* Any other horticultural, grounds maintenance or landscaping duties as required
* Cemetery Duties, including grave digging using mini digger.
* Horticultural production of plants through seed sowing, cuttings, growing on, irrigation and management of pests and diseases.
* Planting of bedding plants within the flower beds and hanging baskets to ensure high quality displays.

Grade E* Play Park inspections within RPII and ROSPA guidelines to ensure play park areas are within the standards, reporting issues to the Team Lead.
* Maintenance of sports pitch including marking of sports pitches, tracks, hard courts, play areas and other associated facilities – to include improvement and renovation.
* Manages staff including apprentices, volunteers and work experience staff when required.
* Fungicide and insecticide spraying of roses and herbicide spraying on ornamental lawns, bowling greens, sports pitches and putting greens and around obstacles etc.
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| Resource management: | **Grade CD*** Ensure that all equipment is used and maintained well and chemicals and fuels stored appropriately.
* Driving of vehicles provided by NYC for transport of equipment, materials and/or personnel.
* Supports training and development of peers and volunteers.

**Grade E*** Responsible for the safe operation by the team of a range of operational grounds maintenance equipment including mowers, strimmers, blowers, ride on machinery, hedge cutters.
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| Communications: | * Reporting issues to the Team Lead arising from play park inspections.
* Utilise horticultural knowledge to support commercial activities of the Council.
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| Systems and information: | * To fulfil the necessary administration tasks associated with the responsibilities of the post.
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| Safeguarding: | * To undertake personal risk assessments as appropriate.
* To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and ExperienceEntry Level* Experienced in working within grounds maintenance.
* Experienced in the use of ride-on and pedestrian grass cutting machinery in a professional capacity
* Knowledge of grave digging and cemetery duties
* Knowledge and understanding of health and safety at work.

Mid-Level* Demonstrate/proven experience working in the industry
* Knowledge of play park inspections to ROSPA standard.
* Able to instruct and train staff and deliver ‘toolbox’ talks / briefings.
* Knowledge of a range of common amenity shrubs.
* Experienced in working as part of a team.
* Knowledge of using mini-diggers.
 | * Arboriculture experience
* Knowledge of local area
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| Occupational SkillsEntry Level* Ability to use tractor-mounted equipment
* Communication and interpersonal skills
* Basic literacy and numeracy skills

Mid-Level* Able to work with staff carrying out a wide range of tasks with a wide range of abilities.
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| Behaviours [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional QualificationsEntry Level* City & Guilds level II in Horticulture / NVQ 2, or equivalent

Mid-Level* NPTC Knapsack spraying certificate, units PA1 & PA6a
* Current first aid at work certificate
 | * NPTC Chainsaw units CS30, 31 & 36
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| Other RequirementsEntry Level* Willingness to train and learn all areas of service delivery.
* It may be required to work outside normal hours and in conditions that maybe considered unpleasant, for the needs of the service.
* Ability to drive a vehicle for work purposes, with current driving licence.
* Able to work on own initiative
* Flexible approach and able to work as part of a team.
* Reliable.

Mid-Level* Current driving licence with units B and E (vehicle of max 2500kg GVW, plus trailer exceeding 750kg)
* Self-organising with good communication skills including the use of computers.
* Problem solving skills.
* The ability to use a wide range of plant and machinery.
* Able to carry out visual play area inspections.
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
* IMPORTANT NOTE (applies to all career graded posts):

*All moves through the career grades require assessment by the manager determining knowledge and skills met, along with gaps in the service becoming available.*  |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.