

## Grounds Semi-Skilled Operative

### Job Description

**Position Pay Level:** 5

**Position Pay SCP:** SCP 13 -17

**Salary:** £25,064 to £31,022 (inclusive of Local Weighting Allowance)

**Reports to:** Higher Operative Grades, Supervisor / Senior Supervisor

**Indirect reports:** 3

### Responsible for:

- The outcome of work allocated including indirect on-site responsibility for up to 3 staff
- Learning and retaining detailed knowledge of working practices, policies and procedures
- Telephone liaison with the office to deal with advanced issues arising
- Day to day safety of yourself, others within your team and the general public including close call reporting
- Real time advanced updating of work completed using in-cab/handheld device to demonstrate to the office how the round is progressing
- Taking part in informing the "system administrator" of updates to the electronic schedule of work so that it remains a complete and accurate representation of the work on the round
- Taking part in regular "working groups" with operatives, Supervisors and Managers to review and improve working methods and to rebalance work across the rounds so that each round and each total days' work across all rounds remains broadly similar in terms of time taken to complete
- Ensuring that your machine is safe to use/drive at all times and that your certificate is up to date and valid
- Ensuring that you stop your machine if a pedestrian or vehicle enters your operating area and that you remain stationary until they are no longer in your operating area
- Ensuring that your vehicle is safe to drive at all times and that your driving licence and Drivers CPC, where appropriate, is up to date and valid
- Courtesy to other vehicles and pedestrians using the road, minimising obstruction and inconvenience to other road users, managing diplomatically the fact that roads will be blocked by our activity from time to time
- The outcome of work allocated including indirect on-site responsibility for up to 3 staff

- Learning and retaining detailed knowledge of working practices, policies and procedures
- Telephone liaison with the office to deal with advanced issues arising
- Day to day safety of yourself, others within your team and the general public including close call reporting
- Real time advanced updating of work completed using in-cab/handheld device to demonstrate to the office how the round is progressing
- Taking part in informing the "system administrator" of updates to the electronic schedule of work so that it remains a complete and accurate representation of the work on the round
- Taking part in regular "working groups" with operatives, Supervisors and Managers to review and improve working methods and to relend work across the rounds so that each round and each total days' work across all rounds remains broadly similar in terms of time taken to complete
- Ensuring that your machine is safe to use/drive at all times and that your certificate is up to date and valid
- Ensuring that you stop your machine if a pedestrian or vehicle enters your operating area and that you remain stationary until they are no longer in your operating area
- Ensuring that your vehicle is safe to drive at all times and that your driving license and Drivers CPC, where appropriate, is up to date and valid
- Courtesy to other vehicles and pedestrians using the road, minimising obstruction and inconvenience to other road users, managing diplomatically the fact that roads will be blocked by our activity from time to time

### **Main purpose of Job:**

1. To perform grounds maintenance activities in Slough Borough Council's parks, gardens, open spaces and roadsides, and commercial premises where required, to a high horticultural and customer care standard commensurate with skills, qualifications (certificates) and experience. This includes: -
  - Grass cutting
  - Hedge and shrub maintenance
  - Litter collection, cleaning of furniture
  - Maintenance to a high standard of a wide variety of ornamental planting features such as annual bedding, perennial displays, hanging baskets and ornamental lawns
  - Preparation of sports pitches
  - Application of weed killer
  - Minor tree works
  - Landscaping works
  - Playground inspection and maintenance
2. To work alone or as part of a team that maintains Slough Borough Council's streets, parks and open spaces to a high standard so that they are a welcoming and safe place to visit.
3. Ensure that where premises, gates, barriers etc are unlocked to gain access that they are relocked after work has been completed, paying particular attention to the safeguarding of keys.
4. To assist the management team with tackling misuse and abuse of streets, parks and open spaces.

### **Main Accountabilities:**

1. Undertake all duties safely in line with Safe Systems of Work, Method Statements and Risk Assessments, to a high standard and in accordance with schedules set within a management plan or within work instructions
2. Attend all training courses, tool-box-talks, project and work briefings as required.
3. Report and record the status of tasks using in-cab or handheld electronic devices and/or paperwork as required, communicating regularly throughout the day with the control room / supervisor and completing all end of shift records and paperwork.
4. Report close calls, near misses, accidents, incidents and anything that may affect your ability to do the job to the Supervisor / Manager at the time of the event. This may

5. include blocked access, building / road works, threatening behaviour by members of the public etc
6. Liaison with members of the public, other team members, managers and sub-contractors in a professional and courteous manner, resolving on site problems with minimal public inconvenience. Ensure work does not cause a hazard to people, vehicles and property.
7. Provide a high standard of service delivery and customer care. Present a caring and professional image to the general public, including wearing of prescribed uniform and PPE at all times.
8. Responsible for the safe use and safe keeping of tools, equipment, plant and vehicles allocated.
9. Complete appropriate safety checks on all vehicles, plant and equipment for which you are responsible and report defects as required
10. Report missing tools, faulty equipment and faulty PPE to your Supervisor / Manager at the time of discovery
11. Where the appropriate licence/certificate is held, to drive vehicles as required to transport materials, equipment and personnel to site and for removal of arising and waste for disposal. Vehicle to be driven and operated in a safe and responsible manner at all times showing due consideration to the applicable legislation and other road users. The inside of the vehicle to be kept clean and tidy at all times.
12. Use of tools, equipment, plants and vehicles allocated for which an operative has received training and has a current valid certificate to allow its use.
13. This job description covers the main duties and responsibilities of the job; the job holder may be required to undertake other tasks from time to time

**Person Specification:**  
**Grounds Semi-Skilled Operative**

| Area                               | Description                                                                                                                                                                                                                                                | Essential/<br>Desirable | Method:<br>Application (A)<br>Interview (I)<br>Test (T) |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
| <b>Experience</b>                  | Three or more years' experience of carrying out ground's maintenance activities with skill and care, using a range of tools and equipment                                                                                                                  | E                       | A/I                                                     |
|                                    | Good knowledge of work activities including more skilled horticultural tasks such as pruning, planting, seeding, propagation, nursery care site preparation and construction together with use of pesticides, powered tools, light plant and pto equipment | E                       | A/I                                                     |
| <b>Skills and abilities</b>        | Able to identify and maintain a <b>wide range</b> of ornamental planting including shrubs, trees and annual bedding plants.                                                                                                                                | E                       | A/I                                                     |
|                                    | Able to identify a wide range of plant pests, diseases and weeds and control using appropriate methods                                                                                                                                                     | E                       | A/I                                                     |
|                                    | A good understanding of the dangers associated with working adjacent to the Highway and with power tools                                                                                                                                                   | E                       | A/I                                                     |
|                                    | Good knowledge of manual handling and acting as a banksman to guide reversing vehicles                                                                                                                                                                     | E                       | A/I                                                     |
| <b>Knowledge and understanding</b> | Able to work within recognised procedures with independent actions, interpreting plans, problem solving and minimal supervision.                                                                                                                           | E                       | A/I                                                     |
|                                    | Able to keep records including the advanced use of electronic scheduling and works completed devices                                                                                                                                                       | E                       | A/I                                                     |
|                                    | Able to use own initiative, knowledge and skills to resolve general issues and manage customer's expectations diplomatically without referral to Skilled Operative.                                                                                        | E                       | A/I                                                     |

| Area                                                                                                | Description                                                                               | Essential/<br>Desirable | Method:<br>Application (A)<br>Interview (I)<br>Test (T) |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
|                                                                                                     | Able to make suggestions to assist in the design, organisation and planning of work       | E                       | A/I                                                     |
| <b>Qualifications</b>                                                                               | Good numeracy, literacy and IT skills                                                     | E                       | A/I                                                     |
|                                                                                                     | Driving Licence up to and including 3.5t                                                  | E                       | A/I                                                     |
|                                                                                                     | Driving Licence up to and including 7.5t                                                  | D                       | A/I                                                     |
|                                                                                                     | Driving Licence up to and including LGV Class 2                                           | E                       | A/I                                                     |
| Lantra / NTPCA or equivalent accredited Trainer (unless otherwise stated) to issue Certificates in: |                                                                                           |                         |                                                         |
| <b>Qualifications</b>                                                                               | Strimmer/Brush Cutter                                                                     | E                       | A, I                                                    |
|                                                                                                     | Pedestrian Mower                                                                          | E                       | A, I                                                    |
|                                                                                                     | Blower                                                                                    | E                       | A, I                                                    |
|                                                                                                     | Hedge Cutter                                                                              | E                       | A, I                                                    |
|                                                                                                     | PA1 PA6A NPTC (Weed Kill)                                                                 | E                       | A, I                                                    |
|                                                                                                     | Sports Cricket, Football, Rugby and Athletics Lantra, or equivalent                       | D                       | A, I                                                    |
|                                                                                                     | Ride on mowers Cylinder, Rotary and Flail Lantra or equivalent                            | E                       | A, I                                                    |
|                                                                                                     | Playground Inspections ROSPA                                                              | D                       | A, I                                                    |
|                                                                                                     | ATV Lantra or equivalent (All Terrain Veh. /Quad Bike)                                    | D                       | A, I                                                    |
|                                                                                                     | Stump Grinder Lantra or equivalent                                                        | D                       | A, I                                                    |
|                                                                                                     | 360 Excavator Lantra or equivalent                                                        | D                       | A, I                                                    |
|                                                                                                     | 180 Excavator Lantra or equivalent - JCB                                                  | D                       | A, I                                                    |
|                                                                                                     | Grave Digging Cemetery Training Service LTD or equivalent                                 | D                       | A, I                                                    |
|                                                                                                     | Woodchippers Lantra or equivalent                                                         | D                       | A, I                                                    |
|                                                                                                     | Tractor with attachments Side Arm, Rear mount flail, and trail gangs Lantra or equivalent | D                       | A, I                                                    |

|  |                                              |   |      |
|--|----------------------------------------------|---|------|
|  | Dumpers Lantra or equivalent                 | D | A, I |
|  | MEWP Scissor Lantra or equivalent            | D | A, I |
|  | MEWP Boom Lantra or equivalent               | D | A, I |
|  | Pole Pruner CS48 NPTC                        | D | A, I |
|  | Chainsaw maintenance cross cutting CS30 NPTC | D | A, I |
|  | Fell and process small trees CS31 NPTC       | D | A, I |

| Area                              | Description                                                                                                                         | Essential/<br>Desirable | Method: Application<br>(A) Interview (I)<br>Test (T) |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------|
| <b>Specific Work Requirements</b> | Must be physically fit and able to carry out long periods of physical work in all weather conditions                                | E                       | A, I                                                 |
|                                   | Willingness to assist in the provision of a 7 day a week service, which may include weekends, out of hours and bank holiday working | D                       | A, I                                                 |
|                                   | Present a professional image to stakeholders including wearing clean and correct PPE/uniform at all times while at work             | E                       | A, I                                                 |
|                                   | Work with diligence and professionalism and in so doing gain respect from colleagues and the management team.                       | E                       | A, I                                                 |
|                                   | Must be persevering, conscientious and resilient                                                                                    | E                       | A, I                                                 |
|                                   | Must be able to adapt to change positively and bounce back from set-backs quickly.                                                  | E                       | A, I                                                 |