

GROUNDS MAINTENANCE OPERATIONAL SERVICES

GROUNDS MAINTENANCE CHARGEHAND OPERATIVE, DRIVER

Job Description and Person Specification

April 2016

Job Description

Job Title:	Grounds Maintenance Chargehand Operative, Driver
Service Area:	Grounds Maintenance Operational Services
Function:	
Team:	Ground Maintenance
Post number:	
Grade:	LBR3
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours / 52.14
Base location:	Barkingside Depot
Reports to: <i>Job title</i>	<ul style="list-style-type: none"> - Manager - Grounds Maintenance Supervisor
Responsible for: <i>Job titles of direct reports</i>	Grounds Maintenance Operatives
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To ensure that the appropriate vehicle, trailer and plant are selected and checked in order to carry out the Team's scheduled programme of work.</p> <p>To receive instruction from Supervisor / Manager with regards to the day's schedule of work.</p> <p>To safely transport team, equipment and plant from and to designated sites.</p> <p>To direct the team in order to complete the agreed schedules of work, within the agreed deadline.</p> <p>Scheduled work will include maintenance of the Authority's horticultural features such as hedge and grass cutting, tree planting and hard and soft landscaping projects.</p> <p>Delivery of all aspects of work to the agreed standard with due regard to health and safety and the Council's Code of Conduct regarding working in public spaces.</p>
Key external contacts: <i>Organisations</i>	<ul style="list-style-type: none"> • Members of the public • Police and Emergency Services • Vision Trust staff • Other horticultural and arboriculture contractors • Local Community Groups • Local Business Improvement Districts

Key internal contacts: <i>Job titles or groups of staff</i>	<ul style="list-style-type: none"> • Manager • Grounds Maintenance Supervisor • Own Team • Cleansing Services Administration and facilitation • Schools facilities staff • Other Service Areas
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	<p>Accountable for vehicle, plant and equipment used on a daily basis. Also responsible for undertaking appropriate checks on vehicles and plant.</p> <p>Mobile phone / radio</p>
Key areas for decision making:	<p>Undertake on behalf of the team on-site risk assessments to ensure adherence to safe working practices and guidelines.</p> <p>Use of appropriate equipment and plant in order to carry out allocated tasks.</p> <p>Giving guidance to members of the team regarding operational issues.</p> <p>Use own initiative to resolve day-to-day operational issues in order to complete scheduled tasks.</p> <p>Provide feedback to supervisor / manager on progress of tasks.</p>
Other considerations: <i>E.g. working patterns</i>	<p>Maintain safe driving standards whilst using Council vehicles.</p> <p>Required to work flexibly with regards to allocation and completion of duties with due regard to weather and seasonal requirements.</p> <p>Required to work on all grounds maintenance sites across the Borough.</p> <p>To wear appropriate PPE whilst working.</p>

Key accountabilities and result areas:	Key elements:
Horticultural Maintenance	Duties to include: <ul style="list-style-type: none"> - Soil cultivation, digging, forking, mulching, watering, raking, weeding, fertiliser/chemical application, edging, pruning, bed preparation, seeding and planting. - To ensure that all work undertaken is carried out to agreed standards and to take responsibility for the completion of the Team's designated tasks. - Contribute to the delivery of an excellent Grounds Maintenance Service. - To always work within the agreed health and safety guidelines whilst ensuring the safety of self, Team and others in the vicinity and using the appropriate equipment.

Use of specialist tools and equipment	This will involve: <ul style="list-style-type: none"> - The use and maintenance of hand tools and basic light machinery. - The use of specialist pedestrian or ride-on cylinder and rotary mowers including adjustments of mower height to ensure the specified quality of cut. - To use specialist turf maintenance equipment, including scarifiers, aerators, rollers, line markers, spraying equipment as necessary.
Vehicle and Plant Operation	<ul style="list-style-type: none"> - Appropriately qualified to drive and use grounds maintenance related plant. - Required to drive Council vehicles with trailer. - Take responsibility for any designated Council provided operational vehicle, trailer and/ or plant by adhering to the Road Traffic Laws and Council safety policies at all times. - All daily vehicle and / or plant checks are completed and all faults reported.
Daily Responsibility	<ul style="list-style-type: none"> - Ensure timely completion, on a daily basis, of own and the Team's designated tasks. - Work flexibly in order to provide the Grounds Maintenance service in all weathers, including seasonal variations and inclement weather under the guidance of Supervisor / Manager. - To work in whichever part of the Borough as directed. - To complete any ad hoc tasks as directed. - To undertake appropriate training. - Undertake any other related duties as directed by Supervisor / Manager.
General accountabilities and responsibilities	
Green Statement	This will involve: <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working	This will involve: <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Grounds Maintenance Chargehand Operative, Driver		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/qualifications:	- Category C1E Drivers Licence (Vehicle and Trailer)	A-I	3
	- Grounds Maintenance Specific Training Certificates or Verification Documents	A-I	3

Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> - Relevant Chargehand / Team Leader experience - Relevant experience in Grounds Maintenance - Understanding of Health & Safety in relation to Grounds Maintenance - Interpersonal skills at all levels, both verbal and written - Ability to work flexibly with a variety of duties both routine and non-routine - Ability to work methodically to tight deadlines, whilst maintaining attention to detail - Physically able to carry out manual tasks involving lifting and moving heavy equipment 	A-I A-I A-I A-I A-I A-I A-I	2 3 3 2 3 3 3
Minimum competencies: Customer service	Can demonstrate an understanding of the importance of service delivery with regards to the provision of excellent front-line service.	A-I	3
Personal Attributes	<ul style="list-style-type: none"> - Able to motivate others in order to achieve results - Attention to detail - Reliable, trustworthy and able to work independently with initiative - Able to take personal responsibility for own work and that of the team. - High level of commitment and positive "can do" attitude 	A-I A-I A-I A-I A-I	3 3 3 3 3
Working together	<ul style="list-style-type: none"> - Able to understand the importance of teamwork and the need to work together in order to achieve identified outcomes. 	A-I	3
Special conditions:	<ul style="list-style-type: none"> - Working outdoors in all weathers - Responsible for vehicles and plant - Working in public spaces 	A-I A-I A-I	3 3 2
Signature of Employee:	Name:	Date:	