

# Job Description



<b>Job Title:</b> Operative (non driving)	<b>Service Area:</b> Operations Team – Parks and Green Spaces	
<b>Directorate:</b> Environment & Sustainable Transport Directorate	<b>Post Number:</b> 10020475	<b>Evaluation Number:</b> 6450
<b>Grade:</b> Scale 3	<b>Date last updated:</b> February 2022	

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Overall Purpose of Job**

To carry out a range of cleansing and grounds maintenance activities in parks and green spaces, highways, allotments and housing estates, to meet agreed performance standards and timescales.

To work in compliance with the Council's policies, standards and procedures relating to Health and Safety, HR, Equality and Diversity, Customer Care etc.

To assist in identifying and implementing improvements to the way the service is delivered in order to ensure continuous improvement in efficiency and service standards in line with the Council's wider corporate objectives.

## **Job Context**

The post holder reports to: Team Leader

1. The post holder has no line management responsibility but may from time to time be required to direct and oversee the work of apprentices.
2. The post holder has no budget responsibility.
3. The post holder will be required to work some evenings, weekends and public holidays in order to meet service requirements and to ensure appropriate operational service delivery
4. The post holder will be required to wear a uniform, adhere to the agreed dress code and wear appropriate personal protective equipment as instructed.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Carry out general grounds maintenance work including but not limited to
  - Litter picking
  - Leaf clearance, weed and detritus removal
  - Removal of graffiti and fly posting
  - Clearance of fly tipping, including items which may be bulky and are heavy and/or awkward to lift.
  - Emptying of litter/dog bins
  - Safe collection and disposal of hazardous waste such as needles or other sharp items
  - Grass cutting using a range of hand held and pedestrian equipment
  - Hedge trimming and winter maintenance pruning
  - Young tree maintenance
  - Path edging
  - Toilet, changing room and pavilion cleaning
  - Clearance and preparation of allotment plots
2. Irrigation of trees and plants as instructed
3. Assist in the erection and dismantling of sports and other equipment.
4. To be aware and report and recording defects in equipment, property, sports surfaces etc, which may arise, to the appropriate responsible person.

5. Carry out daily checks and basic maintenance of machinery, equipment and tools and report any defects to the Team Leader.
6. Complete such documentation as may be necessary, including timesheets, work records, HAV record sheets, accidents reports and damage reports.
7. From time to time, oversee and direct junior staff/trainees/apprentices in their duties
8. To use mobile technology including tablets as supplied to support the role
9. To be available for contact through phone, radio or other equipment supplied.
10. To undertake works to clear and prepare allotment plots as directed.
11. Undertake further training and refresher training necessary for the continued provision of specialist grounds maintenance tasks
12. Undertake any additional duties as reasonably requested by the Council

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b></p> <p>A good understanding of personal health and safety responsibilities</p> <p>Knowledge of amenity horticulture and/or sports turf maintenance</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview</p>

<p>A demonstrable understanding of safe operation of powered machinery, tools and equipment including basic maintenance</p> <p>Safe handling of sharps</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview</p>
<p><b>EXPERIENCE:</b></p> <p>Experience of grounds maintenance, commercial grass cutting operations, amenity horticulture or sports turf maintenance.</p> <p>Experience of undertaking basic checks and maintenance of powered hand tools</p> <p>Experience of working outside in all weathers</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Physically capable of undertaking the duties as set out in the job description, which may include lifting weights up to 25 kg (E)</p> <p>Basic literacy and numeracy and ability to read and understand instructions in English</p> <p>Ability to deal with customers and the public in a helpful and courteous manner</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to understand and carry out work instructions</p> <p>Willingness to work flexibly on different sites or undertaking different tasks to meet the varying and seasonal needs of the service</p>	<p>Application Form/Interview</p> <p>Interview</p>

<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to routinely work at weekends and public holidays to maintain service delivery.</p> <p>Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is not subject to a standard DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>
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