

Job Description



Job Title: Operative Driver/Ride-on machine operative	Service Area: Operations Team - Parks and Green Spaces	
Directorate: Environment & Sustainable Transport Directorate	Post Number: 10020516	Evaluation Number: <u>6449</u>
Grade: Scale 4	Date last updated: February 2022	

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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 drive a Council vehicle up to 7.5t GVM and/or operate ride-on groundcare machinery in accordance with the Council's Fleet Management Policies and Procedures and in compliance with all legal requirements

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 direct line management responsibility but may from time to time be required to direct and oversee the work of trainees and 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, wear appropriate personal protective equipment as instructed and ensure that team members do likewise.

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. Drive a Council vehicle up to 7.5t GVM to transport the necessary equipment, machinery and personnel to sites as directed and in accordance with the agreed work programme, towing a trailer and/or operating ride on grass cutting machinery if required.
2. To assist Supervisors with the evaluation and modification of work schedules, including staff, equipment and routes/workload.
3. When required to do so, carry out other 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 variety of hand held and pedestrian equipment
 - Hedge trimming and winter maintenance pruning
 - Ground based tree works
 - Path edging
 - Toilet, changing room and pavilion cleaning

- Cleaning and inspection of water features
 - Inspection, cleansing and replacement of play sand, bark or other approved play area material
 - Planting and maintenance of seasonal floral displays
 - Cultivation, preparation, planting and maintenance of standard trees, shrubs and herbaceous plants
 - To undertake works to clear and prepare allotment plots as directed.
4. To be aware and report and record defects in equipment, property, sports surfaces etc, which may arise, to the appropriate responsible person.
 5. Carry out daily checks and basic maintenance of vehicles, machinery, equipment and tools.
 6. To ensure the safe containment and delivery of waste and materials to designated disposal points, bring aware of and observing appropriate rules in operation at disposal points including liaising with staff at those locations as necessary.
 7. Complete such documentation as may be necessary, including timesheets, work records, HAV record sheets, accident reports, damage reports daily vehicle and equipment checks, vehicle defect sheets etc.
 8. To be responsible for the minor maintenance of allocated vehicles and equipment including oil checks, topping up screen wash etc. Cleaning and fuelling vehicle and for undertaking required checks at the start of shifts.
 9. When safe to do so or stationary be available for contact through phone, radio or other equipment supplied.
 10. To use mobile technology including tablets as supplied to support the role
 11. Use herbicides, pesticides and other horticultural chemicals appropriately ensuring that health and safety regulations are adhered to at all times.
 12. Undertake further training and refresher training necessary for the continued provision of specialist grounds maintenance tasks including driver CPC training where applicable
 13. Undertake any additional duties as reasonably requested by the Council

Personal Specification



Job Title: Operative Driver/Ride-on operative	Service Area: Operations Team- Parks and Green Spaces	
Directorate: Environment & Sustainable Transport Directorate	Post Number: 10020499	Evaluation Number: 6449
Grade: Scale 4	Date last updated: February 2022	

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>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.</p> <p>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.</p>	
<p>KNOWLEDGE: A demonstrable understanding of safe operation of ride on mowing equipment</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>A good understanding of personal and team health and safety responsibilities</p> <p>NVQ level 2 or equivalent in amenity horticulture or other relevant grounds maintenance qualification</p> <p>If applicable, a demonstrable understanding of safe operation of powered machinery, tools and equipment</p> <p>PA1 & PA6 licence in the Safe Use and Application of Pesticides</p>	<p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form</p>
<p>EXPERIENCE:</p> <p>A minimum of 3 years' experience of grounds maintenance, commercial grass cutting operations, amenity horticulture, sports turf maintenance, repair and maintenance or play area inspection as applicable to the specialist nature of the tasks to be undertaken.</p> <p>Experience of undertaking checks and basic maintenance of vehicles, specialist machinery and powered hand tools as applicable to the specialist nature of the work to be undertaken</p> <p>Experience of working outside in all weathers</p> <p>Experience of leading and motivating a small team and/or working unsupervised as applicable to the specific role to be undertaken</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Physically capable of undertaking the duties as set out in the job description, which may include lifting weights up to 25 kg</p>	<p>Application Form/Interview/Test</p>

<p>A reasonable level of literacy and numeracy and ability to read and understand instructions and accurately complete compliance forms and submit reports in English and check forms and reports submitted by team members if applicable</p> <p>Trailer licence and/or licence to drive vehicles up to 7.5t as applicable to the specific job role</p> <p>Ability to deal with customers and the public in a helpful and courteous manner</p>	<p>Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to work unsupervised</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>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</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>