

JOB PROFILE

Post No.	
Post Title:	Grounds Maintenance Assistant
Unit/Team:	Parks & Open Spaces
Grade:	Grade B
Service:	Operations & Traded Services
Reports to:	Green Spaces Chargehands
Issue Date:	February 2023

PURPOSE OF THE JOB

To maintain the Parks, Open Spaces, grass verges working on the highways and other areas within the Borough of Rugby.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To mow grass and other grounds maintenance operations on Parks, Open Spaces and other areas working to a high standard of presentation using ride on mowing machinery, strimmers, blowers, including their daily maintenance checks.
- 1.2 Use of pesticides for the control of weeds, moss and insects.
- 1.3 Undertake all duties in line with laid down specifications and service standards.
- 1.3 Ensure compliance with both the Health & Safety at Work Act and the Council's Safety Policies.
- 1.4 Using your own initiative to rectify small grounds maintenance issues.
- 1.5 Carry out the planting and maintenance of trees, and of tree and shrub plantations, and hedge laying.
- 1.6 The use and care of the horticultural machinery.
- 1.7 Demonstrate a commitment to ongoing on the job training.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To work on a variety of jobs including tree and shrub planting, thinning plantations, hedge cutting and general maintenance of Parks and Open Spaces, and environmental improvement work.

- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.
- 2.3 Involvement in the undertaking of works for both internal and external customers.

3. SUPERVISORY RESPONSIBILITIES

Guidance of apprentices or trainee gardeners

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility.

5. RESPONSIBILITY FOR ASSETS AND DATA (

Vehicles and equipment used on a daily basis informing the relevant person if any faults are found.

6. EXTENT OF PUBLIC CONTACT

Regular contact during the normal working day.

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Caldecott Park.

The postholder will be active externally throughout the Borough in all weathers. You may come into contact with hazardous substances and needlesticks during the course of your duties.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Grounds Maintenance Assistant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working in a small team and the ability to work alone with little supervision.	E	A, I
Ability to carry out physical work in all weathers.	E	A I
Experience of working in a small team and alone.	E	A I
Ability to work to laid out specifications.	E	A I
Experience of giving clear instructions to colleagues	E	A I
Ability to interact in a positive manner with members of the public.	E	A I
Hold a full current driving licence.	E	A,D
Ability to interact in a positive manner with members of the public.	E	A I
A commitment to work within our CAN DO values	E	A I
Experience of giving clear instructions and communicating to other colleagues.	E	A I
Ability to work on your own initiative.	E	A I
Minimum of 3 years' experience in the ground maintenance or associated industry.	D	A I
Ability to drive towing a trailer.	D	A I
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to NPTC Level 2 qualification. Use of Woodchippers to the Lantra Operation & Maintenance qualification.	D	A,I
Possess or be working towards PA1 & PA6 to City & Guilds Level 2 qualification.	D	A,I,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D