



JOB DESCRIPTION

Please note if you are delivering the application from by hand the office is open Monday to Thursday 9:30 – 16:00 & Fridays from 9:00am – 15.00

JOB TITLE:	Amenities Operative
PLACE OF WORK:	Chard
SPINE POINT:	SCP Range 6 - 8
HOURS OF WORK:	Full time – 37 hours a week, there is a requirement for weekend work on a rota basis and/or a standby arrangement as required
ALLOWANCES:	Casual car user allowance / use of a Council van
REPORTS TO:	Operations Manager
SUPERVISORY RESPONSIBILITIES:	None

A Main Purpose of the Job

To ensure the effective delivery of a wide range of streetscene and horticultural related activities on land owned and maintained by the Council and its clients. To provide efficient, high quality, skilled maintenance of the grounds, parks, and open spaces.

B Areas of Day-to-Day responsibility

- General horticultural work on various Council owned sites;
- Supporting the Operations Manager to ensure all Council owned sites are maintained to a high standard;
- Litter picking, bin emptying and general maintenance of the public realm area as required.

C Summary of Responsibilities and Duties of the Job

1. To undertake tasks and duties in support of the development and maintenance of the Town Centre, open spaces, recreation areas, play equipment, public footpaths, allotments and the cemetery.
2. To ensure that all work allocated is carried out in accordance with the requirements and standards of the Council and meets all relevant legal requirements.
3. To carry out plant, vehicles and machinery maintenance checks as required and ensure that minor maintenance such as oil checks are undertaken regularly.
4. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.

5. Ensure that compliance to the relevant health & safety regulations are adhered to when carrying out all tasks and bring to the attention of management any health and safety issues that may be identified.
6. To contribute to any investigation into complaints and enquiries from customers and colleagues in accordance with good service practice.
7. To attend and contribute to staff meetings.
8. The duties of the post will include, but are not limited to, the following areas:
 - Grass Cutting
 - Upkeep of flower beds, borders & trees
 - Tree/flower planting
 - Watering of plants
 - Litter collection/emptying of bins
 - Installation of street furniture
 - Street cleansing
 - Weed spraying
 - Maintenance of open spaces and footpaths
 - Maintenance and care of vehicles and equipment

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly office based but some home working will be considered.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Chard Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.