

**SHILDON TOWN COUNCIL**  
**JOB DESCRIPTION**

<b>POST TITLE:</b>	Direct Works Operative		
<b>DEPARTMENT:</b>	Parks and Open Spaces	<b>GRADE:</b>	£20,903 per annum plus overtime payments Pay award pending
		<b>Location</b>	Direct Works Depot
<b>RESPONSIBLE TO:</b>	Direct Works Manager		
<b>RESPONSIBLE FOR:</b>			

**KEY ROLE (JOB PURPOSE)**

The postholder will be expected to undertake general horticultural and estate management duties across all the Town Council Parks and Open Spaces, Cemetery, Closed Churchyards and sports facilities with the post holder being expected to work with minimum supervision when carrying out tasks.

**MAIN DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST**

- To undertake a wide range of ground and building general maintenance tasks involving grass cutting, soil cultivation, digging, raking, weeding, edging, pruning, bed preparation and planting
- Operate a variety of grounds maintenance machinery such as a tractor, mini digger, still saw, chain saw, mobile elevated work platforms and ride-on and hand grass cutters etc.
- Planting and maintaining floral displays
- Arboriculture ground work and basic tree felling maintenance
- Hedge cutting
- Marking out sports pitches
- Cleaning of bus shelters and toilet areas
- Maintain the depot in a safe and clean condition
- Hard landscaping such as fencing and paving
- Undertake pest control duties
- Undertake routine inspections ie. Play equipment
- Application of horticultural chemicals, herbicides and pesticides

- Use a mobile elevated work platform as and when required
- Undertake event duties throughout the year
- Undertake winter maintenance duties including snow clearing and gritting
- Undertake repairs and maintenance work which are not beyond the scope of a competent DIY person
- Undertake burial duties as and when required
- Dealing with members of the public
- Opening and locking gates and premises
- Collection and disposal of waste from parks and open spaces

Overtime working at Town Council events, litter picking and attendance duties will form part of your contract of employment

The above is not exhaustive and the post holder will be expected to undertake any duties commensurate with the role and the request of the Direct Works Manager.

### **Health and Safety**

- To ensure that the Health and Safety policy and organisation arrangements are understood, implemented and monitored
- Ensure safe usage and storage of equipment and materials
- Ensure that protective clothing and footwear appropriate to the prevailing conditions is worn, only approved materials are used during work related activities and that safe methods of work are adapted in line with Health and Safety requirements and best practice.
- Attending appropriate Health and Safety and other relevant training courses as part of the training requirements identified to enable all duties to be carried out
- Reporting all incidents and accidents to the Direct Works Manager

### **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live from discrimination and prejudice.

### **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of their work and using council information and assets.

### **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.