

St Austell Town Council



Job Description: Grounds Maintenance Operative

Job Title:	Grounds Maintenance Operative
Responsible to:	Operations Manager
Salary:	£22,369 to £24,496 per annum (£11.59 per hour to £12.70 per hour) – depending on experience
Office Base:	The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP

Main responsibilities

To assist in the maintenance of all council premises, property, parks, recreational spaces, cemeteries, flower and shrub beds, street furniture, allotments, footpaths, car parks and any other services provided or managed by St Austell Town Council. This includes:

- Preparation, planting and maintenance of all flower beds, shrubberies and decorative plant containers for which the Council is responsible.
- Grass/hedge cutting, stream and ditch clearance etc. in all areas for which the Council is responsible.
- Ensuring that waste is correctly disposed of in accordance with current regulations.
- Minor maintenance/repairs to grounds and buildings.
- Basic maintenance of equipment and safety surfaces in children's play areas.
- Operation of all vehicles and machinery used in the tasks set out above. This requires the post holder to have a full driving licence for the classes of vehicle used by the Council.
- Day to day maintenance of vehicles and machinery, including basic serviceability checks and regular cleaning.
- Reporting to the Operations Manager on all matters concerning the above mentioned tasks.
- Additional tasks as directed by the Operations Manager.

General

- To deal with the public on a day to day basis, to be civil and helpful at all times.
- To be of smart but practical appearance.
- To work at all times within the code of requirements of the Health and Safety at Work Act.
- To be prepared to undertake training in line with the Health & Safety at Work Act and any other training the Council considers would be beneficial.
- To be responsible for your own health and safety and the personal safety of your colleagues.
- To be prepared to perform such other duties as reasonably correspond to the general character of the post.
- There will be periods when you are expected to work on your own and you will be expected to adhere to the Council's policies and procedures where appropriate, such as the lone-working policy.
- To continue to strive to improve the Council's services and report issues as and when they occur.