

## Job Description

<b>Post title</b>	Assistant Neighbourhood Services Operative (6 months Fixed Term)
<b>Post No</b>	PTC
<b>Grade</b>	Scale point 2
<b>Salary</b>	£10.79 per hour
<b>Reporting to</b>	This post reports to the Neighbourhood Services Manager, Deputy Neighbourhood Services Manager, or the Neighbourhood Services Team Leader within the service area.
<b>Location</b>	The normal place of work for this role will be Eden Lane depot but the post holder may be required to work at any location or property of Peterlee Town Council.
<b>DBS</b>	This post is not subject to an Enhanced disclosure.
<b>Politically restricted</b>	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

### Description of role

To undertake, either individually or as part of a team, duties concerned with the general maintenance of Council property including parks, sports facilities, cemeteries, open spaces, highways, and buildings in order to maintain high quality facilities and a pleasant environment. No regular supervisory duty is required other than the occasional supervision of apprentices, trainees, or work experience placements.

### Duties and responsibilities

- To undertake a wide range of ground and building maintenance tasks utilising craft skills including for example, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
- Maintaining sports pitches and play areas work as requested.
- Litter collecting and emptying litter waste bins.
- Seasonal maintenance internal and external including the planting of seasonal bedding schemes.
- Carry out arboricultural work including felling, pruning, shredding, and chipping.
- Use and basic maintenance of hand tools, equipment, vehicles, and plant including mowers, ride on mowers, strimmer's, leaf blowers and tractors.
- Assist with the preparation and digging out of grave sites and maintenance of cemetery grounds.
- Work outdoors in all weather conditions.
- To ensure that plant, machinery, and equipment is properly used and cared for and that basic maintenance checks are carried out. Report all faults and defects to the responsible person as soon as possible.
- Ensure that personal protective clothing and equipment is used, at all times.

- To ensure that all accidents, incidents, and vandalism details are reported to supervisory staff as soon as possible.
- To participate in training initiatives and CPD courses as requested.
- To undertake any task commensurate with the role and at the request of the Manager's or Team Leader within Neighbourhood Services Department.

### Common duties and responsibilities

- **Quality Assurance**  
To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.
- **Communication**  
To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role.
- **Professional Practice**  
To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.
- **Health and Safety**  
Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.
- **Appraisal**  
All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
- **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 free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.
- **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 imported in the course of work and using Council information 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.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold a full clean driving licence that is appropriate to operate a range of horticultural equipment such as ride-on and hand grass cutters.</li> <li>• 5 GCSE's to include English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 Horticulture / Groundsmanship (or be willing to study for).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with the general public.</li> <li>• Experience in the safe use and maintenance of a wide range of horticultural machinery and tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Towing.</li> <li>• Experience of working in Grounds maintenance.</li> <li>• Experience of manual horticulture work; grass cutting; pedestrian mowing equipment; ride on mowers.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good verbal communication skills and confidence in dealing with a wide range of people.</li> <li>• Ability to work without direct supervision.</li> <li>• Practical common sense approach to work.</li> <li>• Knowledge of health and safety issues.</li> <li>• Ability to complete relevant paperwork associated with the post.</li> <li>• Ability to understand and follow verbal and written instructions from the Team Leader/Manager in relation to the use of equipment and safe working methods.</li> <li>• Ability to achieve targets and to work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid knowledge.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Approachable.</li> <li>• Good personal presentation skills.</li> <li>• Flexible attitude to work.</li> <li>• Adaptable to changing demands and environments.</li> <li>• Willingness to work outdoors in all weather conditions.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Good level of physical fitness.</li> <li>• Self motivated.</li> <li>• Work to the hours of the service.</li> <li>• Ability to undertake training and development activities required to fulfil the post role.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deal with challenging situations.</li> </ul>