



HUNTINGDON TOWN COUNCIL

JOB DESCRIPTION

GROUNDS MAINTENANCE OPERATIVE - SKILLED

MAIN PURPOSE OF THE POST:

To provide Horticultural/Grounds Maintenance within the Town Council. Providing horticultural/grounds maintenance excellence and contributing to Huntingdon in Bloom campaigns where applicable. Horticultural/Grounds Maintenance Operatives cover a broad remit of duties, a general understanding and knowledge of these skills are beneficial. The Town Council covers the following main areas: Amenity, Recreational & Formal Space, Cemetery & Bereavement Services. Multi-tasking is encouraged; however, it is recognised that staff may bring certain specialism to their roles which is reflected in the current team structures.

ACCOUNTABLE TO:

Head Groundsman/Estates Services Manager

MAIN DUTIES:

1. Horticultural Maintenance duties, e.g. grass cutting, shrub/rose bed maintenance, hedge cutting, strimming, tree planting, pruning and ornamental flowerbed maintenance. Floral infrastructure planting and maintenance of features. Supporting Town Council events. Arboricultural duties as instructed by the Head Groundsman/Estates Services Manager.
2. Spraying of chemicals – PA1 and PA6 essential
3. Maintenance skills for floral infrastructure, plant knowledge, planting skills, recreation & sports facilities, ride-on grass cutting machinery, highway verges, allotments, open spaces, hedges, shrub/rose beds & play areas are all essential.
4. General emptying litterbins/dog bins and cleansing/sweeping, litter picking all associated areas.
5. Assisting other sections within the Town Council (i.e. Cleansing, Waste Disposal, Arbour, Sports & Recreational, Cemetery and Allotments).
6. When specified to assist with the inspections and maintenance of the MUGA's, skateboard park and children's play areas including monitoring and cleansing. Training will be required.
7. To assist with the cleansing of public conveniences located at the allotment sites. Along with general litter pick, maintenance at Town Council events i.e. Christmas Market.
8. A full clean UK driving licence and a trailer licence are essential. Trailer licence training will be provided if required.
9. When requested to assist during the summer period installing floral infrastructure.
10. Assisting with maintenance of burial grounds including digging of graves and back filling for full burials and ashes when needed at specified locations both within Huntingdon Town Council boundary and if required neighbouring parish locations.
11. To work out of core hours to install/remove floral structures, attend emergencies (overtime & standby duties) including tree storm / snow clear ups, flooding, assisting with special events including Civic Events, Christmas Lights switch-on, Christmas Market and any other duties within Huntingdon Town Councils remit when required



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12. Occasional weekend working when requested.
13. Play Area inspections, maintenance of equipment and keep reporting register – RoSPA training will be given
14. Any other duties working for Huntingdon Town Council as specified by the Head Groundsman/Estates Services Manager or the Town Clerk.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Full UK driving licence (essential) and trailer licence (training will be provided)
- Basic school education, City and Guilds or NVQ in Horticulture Level PA1, PA6 spraying certificates
- At least 2 years Horticultural/Grounds Maintenance experience, this may include seasonal floral planting, pruning, recreational/sport, Bereavement/Burial Services & Countryside maintenance.
- Use of ride-on machinery, agricultural/horticultural vehicles, i.e. tractors, flails and associated equipment, including hand-held and pedestrian equipment
- The ability to use a variety of mowing machines and ride-on equipment during the grass cutting season
- Ability to assist with Bereavement Services burials, cremated remains, exhumations if specified
- Use tractor, digger/dumper & grave supports. Training will be provided. COTS 1 & 2
- Multi-tasking to deliver the horticultural, grounds maintenance service
- Specialist horticultural / arboriculture / sports & recreational / countryside knowledge in defined areas is desirable
- Chainsaw certification where applicable

COMPLEXITY AND CREATIVITY:

The post holder:

- Must be flexible, as the post may be based at various locations & may involve working in the parished areas within proximity of Huntingdon
- Must have the ability to maintain tick-off sheets and vehicle inspection records on a daily basis.
- Will be required to attend training and refresher courses
- Have an attention to detail
- Have basic mechanical knowledge on how machinery works

JUDGEMENT AND DECISIONS:

Detailed horticultural and grounds maintenance is essential.

Specialist areas are desirable.

Must have the ability to work unsupervised.

The post holder should be a good communicator and team player.

Will be required to report matters of Health & Safety and Public Safety.

To work in a healthy & safe environment minimising operational risks.

Local Members, residents and local stakeholders