

JE NO: A001



**JOB PROFILE**

<b>SERVICE AREA</b>	Street Scene
<b>JOB TITLE</b>	Grounds Operative Park Warden
<b>POST NUMBER</b>	Various
<b>GRADE</b>	D
<b>RESPONSIBLE TO</b>	Deputy Operations Manager Operations Manager Head of Service
<b>KEY LIAISON WITH</b>	Service Managers Team leaders
<b>JOB PURPOSE</b>	To work as a small team of Street Scene Operatives within an area specified by the Deputy Operations Manager.  The post holder could be based at King Georges Playing fields and will assist in the maintenance and cleansing of a wide range of the Council's public places and open spaces on a shift basis covering Monday to Sunday.

**KEY CORPORATE ACCOUNTABILITIES**

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
6. At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

**KEY SERVICE-RELATED ACCOUNTABILITIES**

1. To work in a team of two and provide a wide range of duties connected with the delivery of Street Scene Services, to public open spaces, parks, amenity areas, cemeteries, Sports facilities, Play facilities. This will include horticultural and maintenance tasks that will include the following
2. To ensure the cleanliness of parks, park buildings and open spaces by carrying out the following.
3. Cleaning of permanent and temporary toilet facilities where required.
4. Litter removal, Emptying of park bins on a regular cycle.
5. Clean and sweep pathways, and safety surfaces throughout the parks and play areas.
6. Carryout daily safety inspections of play facilities, including equipment and take actions to ensure safety is ensured to users.
7. Responsible for the day-to-day security of King Georges Park and other playgrounds by unlocking and locking of park gates as required
8. Carryout minor gardening tasks such as weeding, hedge cutting, and any other minor tasks as required.
9. Carryout safety inspections of facilities and play equipment a regular cycle.
10. Take appropriate action to ensure user safety of all facilities provided
11. Report damage and make minor repairs to facilities and equipment
12. Carry out regular park patrols, provide information and advise the public, enforcing park user guidelines.
13. Carryout seasonal maintenance, cleaning and repainting of play equipment and features or furniture if required.
14. Be on hand to assist public with minor issues such as ASB, health, and queries ensuring that assistance is provided.
15. Take action to inform police of instances of Vandalism, ASB, or suspicious behaviour, when required.
16. Use a range of powered equipment such as mowers handheld equipment as well as sweeping machines.
- 15 To work on a shift system, covering bank holidays and after-hours times to suit the needs of the service



16. Completion of inspection records as required using daily sheets or tablet devices daily.

17. Assisting other departments carrying out emergency works schedules such as winter salt application, and any that may arise to ensure service delivery.

18. Driving Council vehicles, ensuring that vehicles and plant are clean, in good working order. and to complete daily vehicle and machinery checks as required fulfilling statutory checks as required.

19. Participate in training.

20. Work to a high standard ensuring high quality workmanship whilst maintaining an acceptable level of productivity commensurate with skills and experience.

21. Ability to adapt to changing working environments and work patterns as deemed necessary to meet the strategic goals of the Service Area.

22. Represent Street Scene in a manner conducive with the standards expected, in the correct wearing of the uniform and PPE supplied.

23. To communicate with customers, Management Team and members of the public in a polite manner placing the highest possible emphasis on customer care, whilst encouraging customer involvement and feedback.

24. Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of team meetings to discuss operational issues and Health and Safety updates.

- Other duties – the duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time within the context of the grade for this post. Any such duties should not however substantially change the general character of the post and if it appears that they will then the post holder should refer the matter to their manager/personnel or union/staff representative.

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## **PERSON SPECIFICATION**

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**BRENTWOOD  
BOROUGH COUNCIL**

**JOB TITLE:** Grounds Operative

**SERVICE AREA:** Street Scene

**Information for Applicants:** The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

**Method of Testing**

**1 = Application Form      2 = Interview      3 = Assessment Tests**

**Weighting of Criterion**

**1 = Low Importance      2 = Medium Importance      3 = High Importance**

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<b>1. Skills and Abilities – Essential</b>		
• Basic literacy and numeracy skills.	1,2	2
• A current driving licence for the correct class of vehicle.	1,2,3	3
• The ability to work outdoors which will involve some exposure to inclement weather, disagreeable or difficult surroundings/conditions.	1,2	3
• The ability to work unsociable hours, including weekend working and Bank Holidays.	1,2	3
• The ability to communicate at all levels in a clear, concise and open manner. Working with a range of individuals and other Departments within the Council.	1,2	2
• Excellent organisational skills and time management, with the ability to work under pressure.	2,3	2
• Demonstrate a high degree of attention to detail, and have a keen interest in maintaining the Council's areas of responsibility	2	2
• Excellent team working skills	2,3	2



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> <li>High level of flexibility, commitment and a positive can-do attitude.</li> <li>Reliable, trustworthy and ability to maintain confidentiality always.</li> </ul>	2	2
<ul style="list-style-type: none"> <li>Reliable, trustworthy and ability to maintain confidentiality always.</li> </ul>	2	2
<b>1. Skills and Abilities – Desirable</b>		
<ul style="list-style-type: none"> <li>Takes personal responsibility for delivering an excellent service to meet the needs of internal and external customers.</li> </ul>	2	1
<ul style="list-style-type: none"> <li>Takes responsibility for own actions, sets high standards for performance and show determination to meet goals.</li> </ul>	2	1
<b>2. Special Knowledge – Essential</b>		
<ul style="list-style-type: none"> <li>Experience and understanding of basic gardening skills.</li> </ul>	1,2,3	3
<ul style="list-style-type: none"> <li>Experience with working in a public service area</li> </ul>	1,2,3	3
<ul style="list-style-type: none"> <li>Practical DIY skills</li> <li>Experience in general site maintenance.</li> </ul>	1,2,3	3
<ul style="list-style-type: none"> <li></li> </ul>		
<b>2. Special Knowledge – Desirable</b>		
Experience in play ground maintenance.		
<b>3. Experience – Essential</b>		
<ul style="list-style-type: none"> <li>At least two years' experience in one or more of the following areas: grounds maintenance or street cleansing.</li> </ul> <p>Experience with front line working with the public, sports clubs and other park users</p>	1,2	3
<b>3. Experience - Desirable</b>		
Experience in the use of hand held inspection		

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<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
recording technology.		
<b>4. Other Requirements – Essential</b>		
<ul style="list-style-type: none"> <li>• To undertake a Council Driving Test               <ul style="list-style-type: none"> <li>• Willing to undertake training associated with the post.</li> </ul> </li> </ul>	3	1
<b>4. Other Requirements – Desirable</b>		
Confident in the use of IT	1,2	1
	1,2	1
<b>5. Equality – Essential</b>		
<ul style="list-style-type: none"> <li>• An understanding of and commitment to the principles of equality and diversity in all aspects of the Council's work.</li> </ul>	1,2	3
<b>5. Equality – Desirable</b>		