

**RICHMONDSHIRE DISTRICT COUNCIL
OPEN SPACES AND AMENITIES**

JOB DESCRIPTION

Job Title	Grounds Maintenance Operative	Post number	OSA GMO 03-08
------------------	--	--------------------	----------------------

MAIN PURPOSE OF JOB:

Responsible for equipment issued to postholder which will be operated in a safe and efficient and effective manner. Responsible for safety checks on all machinery and equipment allocated in order to provide the grounds service. To undertake all aspects of the Councils grounds maintenance service, including cemetery duties, grave digging , play parking inspections , weed control , and tree works

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Responsible to the Grounds Maintenance Supervisor, to undertake the duties required for the service.

RANGE OF DECISION MAKING:

Generally restricted to minor details relating to matters regarding the delivery of the Grounds Maintenance Service

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Responsible for stock and equipment issued relating to work within grounds maintenance service.

Responsible for the safe use and security of the Council vehicle, equipment and machinery.

Responsible for the safe use and maintenance and storage of a range of equipment and machinery.

Responsible for the your own and other Health and Safety in accordance with the Health and Safety at work Act.

RANGE OF DUTIES AND RESPONSIBILITIES

1. To undertake duties associated with the effective and efficient delivery of the Grounds Maintenance service
2. Responsible for day to day compliance with Health and Safety matters
3. Responsible for daily safety checks to all vehicles, machinery and equipment that is required in order to carry out the daily maintenance work.

4. To maintain and use Personal Protective Equipment PPE. And assist in Carrying out health and safety risk assessments associated with delivering the service.

5. To carry out such administrative duties commensurate with the post and to maintain records and report sheet up to date.

6. To undertake such duties of a comparable nature and level of responsibility as may be required from time to time by the Ground Maintenance Supervisor.

CONTACTS:

Members of the Public

SPECIAL CONDITIONS OF SERVICE: Valid driving licence
--

COMPILED BY: Open Spaces & Amenities Manager	ASSESSMENT DATE: October 2018
COMPILED DATE: 09.10.14	ASSESSED BY: John Stafford
	POST GRADE: Grade 4

Job Description agreed by postholder

Signed..... Date.....