

Wheatley Parish Council

Grounds & Maintenance Operative – Job Description

Overall Responsibilities

Wheatley Parish Council aims to provide the community of Wheatley with good quality services and facilities. It is the responsibility of the Grounds Maintenance Operative to help maintain the council's open spaces, facilities and equipment to a high standard.

The job is based in the village of Wheatley, Oxfordshire. The Parish Office is located at 89 High Street, Wheatley, OX33 1XP.

Line Manager

This role reports to the Parish Clerk and to Full Council.

General Responsibilities:

- Utilise skills, knowledge, and experience to provide a high standard of horticulture and grounds maintenance including but not exclusively planting, weed removal/spraying, watering, strimming, hedge cutting, and mowing.
- Planned and preventative cleaning and maintenance of council's open spaces including play areas, footpaths, memorial gardens, sports facilities, verges, and other assets.
- Remove litter from sites and empty litter bins
- Carry out regular inspections of play areas and other facilities and report findings to Parish Clerk
- Carry out seasonal or ad-hoc tasks as required
- Liaise with Parish Clerk regarding work to be carried out and any issues identified
- Support officers with reporting issues to Fixmystreet/HIAMS
- Undertake all duties in line with the council's standards, work instructions, qualifications, training, health and safety requirements and employment practices.
- Respond to members of the public, councilors', and colleagues in a professional manner.

This job description not an exhaustive list of tasks that you may undertake. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation and consideration by both parties.

Hours of work and pay

Contracted hours will be 16 hours per week, working five days in seven (includes weekends and some evenings). The council does offer flexible working and working patterns will be agreed prior to appointment.

This role attracts an hourly rate starting from £10.31 depending on experience and training and successful completion of probation period. Your starting salary will be confirmed on appointment.

Training and development

The council will provide appropriate learning and development opportunities. Personal Protective Equipment will be allocated to you

Probationary Period

Appointment is subject to a six-month probation period.

Wheatley Parish Council Grounds Maintenance Operative – Personal Specification

| Essential | Desirable |
|--|--|
| Education & training | |
| Literate and numerate to understand work instructions, complete reports and documentation | Horticultural qualifications PA1 and PA6 NPTC Pesticide certificate |
| Skills, experience & knowledge | |
| <p>Experience of horticultural and grounds maintenance work and use of horticultural machinery</p> <p>Able to undertake physical work and able to work in areas where chemicals may be used</p> <p>Able to communicate effectively both orally and in writing</p> <p>Full, valid UK driving licence and own vehicle with business insurance.</p> | Able to use mobile phone or other applications |
| Personal qualities | |
| <p>Able to work on own initiative without supervision and within a small team environment</p> <p>Approachable and pleasant manner and able to deal with queries and needs</p> <p>Flexibility with start and finish times and able to work at weekends</p> <p>Willing to undergo Disclosure and Barring Service (DBS) checks</p> | |