

Dunstable Town Council

Grounds and Environmental Services

JOB SPECIFICATION

Job Title:	Senior Grounds Operations Assistant (Dunstable Cemetery)
Department:	Grounds and Environmental Services
Responsible to:	Grounds Operations Supervisors
Responsible for:	Grounds Assistants Seasonal Grounds Assistants Only when deputising for the Grounds Operations Supervisor (leave and sickness)

Main Purpose of Job

1. To assist the Grounds Operations Supervisors and Cemetery Manager with day-to-day grounds maintenance and burial services primarily at Dunstable Cemetery but also to include, where required, amenity green spaces, recreation grounds, allotment sites, play areas, high profile sites including Grove House Gardens and Priory Gardens, Creasey Park, Town Centre floral displays and agency contract sites.
2. To assist with the maintenance of grass and artificial sports pitches in accordance with best turf care practice and sports users requirements.
3. To assist with the preparation of burial spaces in accordance with current best practice and health and safety requirements.
4. To undertake routine maintenance activity including grass cutting, shrub and hedge pruning, litter collection, sports pitches and fine turf maintenance, playground repairs and maintenance, planting and all other grounds activities as directed by the Grounds Operations Supervisors.
5. To undertake watering and maintenance of floral displays to ensure that they are maintained in accordance with high quality horticultural standards and sustainable principles.
6. To maintain all sites in a clean, tidy and well-maintained condition in accordance with predetermined cleansing standards and best horticultural practice.
7. To maintain all grass areas, horticultural features, planted areas and hedges in accordance with predetermined standards associated with maintaining high profile open spaces.

8. In the absence of the Grounds Operations Supervisors to directly manage and supervise all staff and the work activities of the grounds assistants.

Main Duties

1. To assist the Grounds Operations Supervisors and Cemetery Manager with the preparation of grave spaces to include grave digging by hand and machinery and other related procedures.
2. To provide grounds maintenance and burial services support to the Cemetery Manager to help deliver the efficient running of Dunstable Cemetery.
3. To deputise for the Grounds Operations Supervisors in their authorised absence (leave, sickness, training)
4. To assist with ensuring that safe working practices are adhered to at all times in accordance with prevailing health and safety legislation and Council safe working methods statements.
5. To liaise with external contractors and suppliers when on site to ensure that they comply directly with the Council's policies, practices, and procedures and to ensure the required quality of workmanship is achieved at all times.
6. To assist in the implementation of planned improvement programmes to provide high-quality, award-winning services and achieve external accreditation such as Green Flag, Anglia in Bloom, ICCM and Quest
7. To assist with the day-to-day maintenance and repair of the vehicles, plant and equipment assigned to the team and ensure that weekly vehicle inspections are undertaken and recorded.
8. To action minor/routine building and equipment maintenance within designated work areas and undertake regular inspection and monitoring of building services systems as directed.
9. To assist with implementing annual and permanent planting schemes.
10. To liaise with the public, open space users and outside agencies as directed by the Grounds Operations Supervisors and to act as a first point of public contact whilst on site undertaking grounds operations.
11. To assist the Grounds Operations Supervisors in the ordering of equipment, stock and supplies, ensuring quality, cost effectiveness and always giving consideration to quantities to avoid over ordering.

Person Specification

Experience and Knowledge

Essential

1. A relevant professional, technical, or vocational qualification to NVQ Level 2 in Turf/ Sportsground Maintenance, or above and/or have significant (minimum of 5 years) experience of managing recreation grounds and associated sports pitches, play areas, allotments and general amenity sites, high profile public gardens, floral displays and cemeteries.
2. A significant level of practical experience and the ability to supervise others in maintaining recreation grounds, sports pitches, all weather surfaces, play areas, general amenity sites and allotments, high profile sites including Grove House Gardens, Priory Gardens and churchyard, Dunstable Cemetery, Town Centre and other floral displays and prestigious agency sites.
3. Knowledge of relevant Health and Safety legislation relating to the operation of plant and machinery and the use and storage of hazardous substances (COSHH Regulations) and experience of undertaking risk assessments and developing safe working practices.
4. Experience of interpreting work plans, implementing daily work activities work and estimating material and equipment requirements in relation to day-to-day activity.
5. Have knowledge of good customer care practices and an ability to respond to requests from sports organisations.
6. Have an appropriate, full, clean driving licence.

Desirable

7. Knowledge of guidance and legislation of the management of play areas, allotments, cemeteries and burial provision.

Personal Qualities

Essential

1. An effective senior assistant with an approachable style and a willingness to be fully responsible and accountable for designated daily activity.
2. Team worker who can work closely with team members, act as a mentor to grounds assistants and support the supervisors and managers within the grounds service.
3. Good oral communication skills including the ability to understand and accept instructions and offer guidance to other team members.
4. Good organisational skills including effective work activity management and keeping accurate records.
5. Ability to utilise word processing, spreadsheets and email software and programs.

Desirable

6. Self motivated, committed and enthusiastic about providing high quality services to local residents.

Personal Style and Behaviour

Essential

1. Willing to work in a flexible operational environment.
2. Ability to inspire confidence and respect.
3. Ability to support and develop individuals through on the job training and mentoring.
4. Advocate of equality, diversity, dignity and respect in the workplace.
5. Commitment to delivering good performance and high-quality workmanship.
6. Ability to communicate positively with the public

Other factors

Essential

1. Hold relevant operators licences for all necessary plant and equipment
2. Have an appropriate, full, clean driving licence.

Desirable

3. A formal supervisory qualification or be prepared to work towards one

Complexity and Creativity

Although working under the guidance of the Grounds Operations Supervisors the post holder will be expected to play a senior role within the work team and act as team leader when deputising for the Supervisor to direct the work force at a number of sites and depots.

The services delivered by the post holder are high-profile front line services which come under constant public scrutiny and as such need to be of the highest possible standard. The post holder will therefore need to demonstrate an ability to maintain high standards of completed work and deliver work activity within agreed timescales as directed by the Supervisors.

The post holder will be expected to work closely with the Grounds Operations Supervisors to provide support in implementing detailed work programmes for all relevant grounds functions to ensure that all works are completed in a timely fashion.

The role requires significant levels of physical activity.

This role may require the post holder to be able to work some evenings and/or weekends, for which an out of hour's payment or time off in lieu may be taken in accordance with the needs of the Council.

The post holder will be required to operate from a depot facility which is likely to be either at Dunstable Cemetery or Creasey Park Community Football Centre. However, the post holder will also be expected to operate from other work locations within the area as the need arises.

Judgement and Decisions

This is a hands-on operational role requiring the efficient and effective use of resources and equipment to deliver high quality, cost effective and award-winning services. The post holder will therefore need to demonstrate an ability to complete work tasks in a timely fashion to a high standard and give clear advice and guidance to other team members.

The advice and actions of the post holder will have an important influence on their area of work. Failure of the Council to comply with legislation regarding safe working practices and the handling of machinery and working in parks, recreation grounds, the cemetery and other green spaces could have serious repercussions on the Council.

Contacts

Internal 70%

Grounds Operations Supervisor, other grounds staff, Councillors, Senior Management Team, other Council staff.

External 30%

Representatives from partner organisations, members of the public and contractors.