

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Streetscene Operative – Parks, Horticulture and Grounds Maintenance			
Directorate: Operational Services		Service: Streetscene	
Post No: EE		Grade: 5	Date of Issue: January 2025
Responsible to: Neighbourhood Supervisor			

Main Purpose of Job:

To principally carry out horticultural and grounds maintenance to Parks, Gardens, Town Centres and Open Spaces. To include grass cutting to parks, highways grass verges, playgrounds and recreation grounds and sports pitches in addition to shrub bed maintenance, perennial plant care, herbicidal treatment applications and cleaning playgrounds.

When required to undertake environmental cleansing functions including driving road sweepers, servicing litter and dog waste bins, removing graffiti and flytipping and to support Waste services as required.

Main Tasks/Duties/Responsibilities

1. To complete all necessary documentation (eg Job Cards, Time Sheets, Plant Sheets etc).
2. To undertake grass cutting care, fertilising of sports locations, fine turf and other areas as directed.
3. To prune trees, shrubs, roses and hedges and to undertake other duties relating to the care of trees and shrubs.
4. To undertake hard and soft landscaping operations, including site preparation and construction.
5. To plant summer/winter bedding, trees and shrubs and undertake other horticultural duties as necessary.
6. To perform digging, hoeing, raking, manuring, cleansing and general labouring duties undertaken by the Section and the use of all associated hand tools.
7. To operate driven mechanical road and pavement sweeping machinery
8. To clear sites (eg; dog fouling, graffiti, fly tipping, leaves, litter, debris etc).
9. To operate and generally maintain powered hand tools and light plant (eg, pedestrian sweeping machines/mowers, rotavators, strimmers, hedge cutters etc).

10. To erect/dismantle sports and other equipment.
11. To clean equipment, changing rooms, toilets etc.
12. To drive and be responsible for allocated vehicles.
13. To undertake vehicle checks for oil, water, tyres and routine maintenance inclusive of cleaning interior and exterior.
14. To empty dog bins, litter bins, collect household/trade waste and recyclable material when required.
15. Collection of dead animals.
16. To transport men, materials, goods and equipment.
17. To assist in the loading and unloading of vehicles.
18. To carry out refuse collection duties when required
19. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policies and procedures as they relate to the duties and responsibilities of the post including:
 - a. The proper use of personal protective equipment; complying with all relevant safe systems of work, taking all reasonable steps to avoid lifting or moving any item which could result in injury;
 - b. Observing the requirements of the Road Traffic Act;
 - c. Observing the requirements of the traffic signs manual - Chapter 8 - Traffic Safety Measures for Road Works;
 - d. The use of a mobile phone for the purposes of carrying out the day to day duties and responsibilities in accordance with the council telephone policy;
 - e. To wear the corporate uniform supplied.
20. To show courtesy to the public at all times.
21. To report any damage to any property as soon as possible.
22. To perform duties of a general nature undertaken by the Section.
23. To undertake duties not normally done by the Section in cases of an urgent nature.

Occasional Tasks/Duties/Responsibilities

1. To participate in the emergency call out system if required.
2. Undertaking works in response to unexpected emergencies i.e. flooding, high winds, foot and mouth outbreaks etc, this will include out of normal hour working.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act.)
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.