

Job description

Job title: Grounds Worker

Grade: 5

Job evaluation reference: HF711

Job family: Natural Environment

Purpose and impact

This post is part of Grounds Maintenance and Landscape Services. The role's priorities are in assisting the Grounds Maintenance Team Leader to deliver an agreed programme of works whilst providing a cost effective, high quality and customer focused service.

Key responsibilities

- To support the delivery of agreed programmes of grounds maintenance and landscape work and to assist the Grounds Maintenance Team Leader as required to produce and maintain a high standard, cost effective delivery.
- To contribute to the efficient and effective delivery and development of the wider service.
- To work collaboratively with clients, other Council staff, the community and other stakeholders to deliver services.
- Representing the service and promoting its work and being an advocate for Dorset Council and its partners.
- Dealing with customer queries and feedback and a wide range of general enquiries.
- Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Grounds Maintenance Team Leader

Responsibility for:

- Ensuring customers desired outcomes are achieved.
- Ensuring deadlines are met.
- Ensuring budgets are met.

Other factors

- Responsible for ensuring risk assessments, method statements, Hand Arm Vibration records and other Health and Safety requirements are in place.
- Responsible for safe use of vehicles, equipment and tools.
- Required to use and be responsible for protective clothing.
- Off-road driving and towing trailers, both on and off road.
- Ongoing requirement for practical physical work (e.g. hazardous operations involving powered equipment such as chainsaws and driving off road).
- Manual outdoor working, throughout the year in all weathers.



Job description

- Exposure to potential biohazards or challenging public meets (e.g. land ownership disputes, enforcements, enforcement activities etc.
- To be responsible for the outcome of relationships with a wide range of internal and external contacts, including other service providers, ensuring the effective delivery/provision of the service.
- Frontline service delivery, sometimes needing to react to unplanned events.
- Working to deadlines to achieve contract and project requirements.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [‘Working for Dorset Council’](#).

Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	A formal qualification in Amenity Horticulture, i.e. NVQ level 1 or equivalent as specified in the context statement, or equivalent relevant demonstrable experience. PA1/PA6 qualification.
Experience	
2.	Experience in relevant field, including involvement with significant contracts and projects.
3.	Experience of processing information requests from a wide range of stakeholders and responding with professional and technical advice.
4.	Experience in assessing and eliminating or minimising risk.
Skills, abilities & knowledge	
5.	Professional knowledge of relevant law, national, regional and local policy.
6.	Knowledge of good practice and principles in relation to leading and managing people and contracts/projects.
7.	Awareness of (and an effective approach to) good practice in respect of Health and Safety



Job description

8.	Qualifications and experience in the use of commercial grounds maintenance machinery e.g. ride -on mowers, hedge cutter, chainsaw, brushcutter etc.
9.	Good communication and motivation skills.
Behaviours	
10.	Responsibility
11.	Respect
12.	Recognition
13.	One Team: Collaboration
Other	
14.	Able to deal with deadlines and high work demands
15.	Capable of impartial and objective judgement
16.	Confident, tactful and diplomatic
17.	Articulate and fluent verbal communication and presentation skills
18.	Systematic and well organised

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
19.	NVQ level 1 minimum or equivalent qualification in amenity horticulture
20.	Valid Health and Safety certificate
21.	Qualification in risk assessment.
Experience	
22.	Experience in managing staff to produce and maintain a high standard, cost effective delivery.
23.	Experience in managing grounds maintenance contracts and projects.
Skills, abilities & knowledge	
24.	Qualifications and experience in the use of all commercial grounds maintenance machinery including tractors and attachments, flail hedge mower etc.
25.	Ability to carry out and record accurate contract costings and quotations.

Approval			
Manager	N. Dibden	Date	11/01/2022



