



TAVISTOCK TOWN COUNCIL
ROLE PROFILE

POST – LANDSCAPE & MAINTENANCE OPERATIVE

GRADE: 2

REPORTS TO: Properties & Open Spaces Manager

MAIN PURPOSE OF THE JOB:

In accordance with instructions and agreed procedures to assist with;

- the maintenance and repair of Council and other premises (land and buildings), their condition, safety, cleanliness; and
- the provision of support for the delivery of events and partnership working.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Corporate Responsibilities

1. To assist with the delivery of the Council's maintenance and repair programme for properties and grounds and the effective, efficient and economic delivery of same.
2. To assist the Council to maintain suitable records and standards to ensure the safety of Council and other property for users and visitors.

Departmental Responsibilities

3. To assist with grounds maintenance activities including, but not limited to: grass cutting, strimming, hedge-trimming, pruning of trees and other growth, the cutting of fallen wood, planting, clearing, cleaning, application of herbicides, litter picking, the emptying of bins on property under the control of the Council and the use of associated tools, chemicals, equipment and machinery.
4. To assist with building, cleaning and property maintenance activities including, but not limited to:- maintenance, clearing, cleaning, decoration of and repairs to buildings, play equipment, street furniture, walls, thoroughfares, land, waterways and structures or other property under the control of the Council and the use of associated tools, chemicals, equipment and machinery.
5. To assist with the delivery of events or initiatives promoted or supported by the Council and related activities.

6. To adhere to Council policies and procedures, and keep secure and in good condition tools, equipment, vehicles and machinery.
7. To assist in the maintenance of site and related public safety with particular regard to Council requirements and the applicable provisions of Health and Safety legislation, COSHH regulations (for the use and storage of hazardous chemicals), the holding of applicable tickets for use of vehicles, chemicals, machinery, tools and equipment and maintenance of safe working practices.

Other

8. To undertake training, including in working practices (such as manual handling or working at heights) and the use of specific tools, vehicles, chemicals, equipment or machinery relevant to the duties of the role
9. To hold a current full driving licence
10. To undertake such other duties as may be deemed necessary and as are commensurate with the grading of the post.

NOTE where lists are included these are indicative of the duties associated with the role and should not be treated as exhaustive.