

## JOB DESCRIPTION

### Post Details

<b>Job Title:</b>	Manual Worker	<b>Grade:</b>	SCP 13-16 £15,941 - 16,969 p.a.
<b>Department:</b>	Outside Services		LGA Pension Scheme
<b>Hours :</b>	37 hours (average per week) 41 hrs – 30 wks 31.5 hrs (Mar-Sep) – 22 wks (Oct - Feb) May include occasional work at weekends	<b>Annual Leave</b>	170hrs p.a (rising to 207hrs p.a. (after 5 years) (excluding bank holidays)

### Job Purpose

To provide an efficient and courteous service to residents of Bolsover, working as part of our Outside Services team, carrying out various duties maintaining land and property in the ownership of the Council including Parks and Open spaces, Play areas, council buildings, allotments and cemeteries.

### Reporting Relationships

**Accountable to:** Works Foreman

**Responsible for:** None

### Duties and Responsibilities – Job Specific

Maintaining land and property in the ownership of the Council including Parks and Open spaces, Play areas, Council buildings, allotments and cemeteries. Work to include grass cutting, pruning of bushes and trees, maintenance of play areas, litter picking and sweeping, control of weeds and other vegetation.

To carry out maintenance of facilities within the cemetery. To carry out preparation of graves for burial and restoring graves after burial.

Undertake repair and maintenance work including metalwork, joinery, painting etc. to the Council's various buildings, structures and grounds; construction projects to provide parks, steps, footpaths etc.

Undertake repair and maintenance work to vehicles, plant and other equipment,

Operate generally portable machinery both owned and hired by the Council

Undertake regular inspections of all the Town Council's properties including allotments, cemetery, recreation grounds and play areas, bus shelters, and Council buildings and amenities identifying necessary repairs and desirable improvements.

Such other duties appropriate to the responsibility of the post as required from time to time by the Foreman or the Town Clerk.

<b>Duties and Responsibilities – General</b>
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

<b>Disclosure &amp; Barring Service check</b>
Not applicable

<b>Date Produced/Last Amendment</b>
Produced June 2014

<b>Employee Signature</b>
<p>..... Date: .....</p>

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

**PERSON SPECIFICATION**

<b>Post Details</b>			
<b>Job Title:</b>	Manual Worker	<b>Grade:</b>	SCP 13-16 £15,941 - 16,969 p.a..
<b>Department:</b>	Outside Services		

<b>Qualification Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Basic standard of education.	E	Application Form Interview
Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner	E	Interview

<b>Specialist Knowledge</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
An understanding of Health and Safety (Regulations and Codes of Practice for Working environment)	E	Interview
Basic knowledge of Road Traffic Act legislation where applicable when working on or adjacent to the highway	E	Interview
Knowledge of the local area	D	Interview

<b>Experience</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Ability to use small hand or power tools	E	Application Form Interview
An ability to deal with conflicting demands	E	
Undertaking strenuous manual work activity	E	
Previous experience working in grounds maintenance	D	

<b>Key Skills</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
The ability to demonstrate strong customer focus and a commitment to service improvements	E	Application Form Interview
Working effectively as part of a team	E	Application Form Interview

The ability to work on own initiative to competing deadlines displaying tact and discretion at all times.	E	Application Form Interview
---	---	----------------------------

Role Specific	Essential/Desirable	Measurements
Flexible approach to working duties (i.e. times / locations of work)	E	Application Form Interview
A willingness to work outdoors in all weather conditions.	E	
Be physically fit in order to undertake the following physically demanding duties e.g. Assisting with the loading/unloading of vehicles (e.g. hardcore, sand, gravel, machinery etc.)	E	
Full clean driving licence	E	
Use of Tractor with ability to use all attachments – loading bucket, mower	E	
Use of Ransomes Ride on mowers	E	
Towing of trailers using vehicles up to 3.5 tonne	D	
Existing qualifications for: Spraying (PA1, PA2 and PA6) Brush Cutter / Strimmer Hedgecutting Chainsaw Chainsaw with rope and harness Felling of Trees Mowers Pest Control Pole Pruner	D D D D D D D D D	
Good time management skills and ability to remain calm, in a busy environment with tight and often conflicting deadlines.	E	Interview
Ability to exercise judgement in relation to priorities and to define objectives clearly	E	Interview
Ability to work with minimal supervision	E	Application Form Interview

<b>Date Produced/Last Amendment</b>
January 2016