



**IPSWICH**  
BOROUGH COUNCIL

**Ipswich Borough Council**  
**Job Description: L31a**

**Operative - Parks and Cemeteries**  
**(Gardener, Grasscutter, Public Convenience Cleaner)**

**Main Purpose of Job**

Assist with parks and open spaces horticultural maintenance and improvement operations to achieve high quality standards throughout all areas maintained and with due regard to relevant statutory obligations e.g. Health & Safety, environmental protection, and biodiversity.

**Main Duties**

1. To assist with parks and open spaces horticultural maintenance and development tasks in various locations in accordance with computer generated work schedules or as directed. E.g. Routine - general grass cutting / strimming, shrub / rose bed maintenance, attendant duties, leaf clearance etc.
2. To follow instructions and schedules, and assist Technician Gardener. Complete all paperwork relevant to the job e.g. task tickets and timesheets, monitoring sheets in an accurate and timely fashion.
3. To carry out all operations in accordance with current Health and Safety requirements following Safe Systems of Work and Risk Assessments at all times, including routine daily checks and basic maintenance to any plant and machinery allocated as required and report defects.
4. To deliver high standards of customer care to Parks & Cemeteries service users.
5. To participate, as required, in the service area emergency response plans, including out of hours working.
6. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



**IPSWICH**  
BOROUGH COUNCIL

## PERSON SPECIFICATION

### Parks & Open Spaces Operative

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		Health & Safety Qualification	Certificate/ Application Form
<b>Relevant experience</b>	Experience of working in a public facing environment	Experience in amenity horticulture, including the use of associated machinery	Application form/ Interview
<b>Specialist knowledge</b>		Good knowledge of plants and their maintenance needs  Manual Handling	Application form/ Interview
<b>Personal skills</b>	Ability to communicate effectively  Ability to work as part of a team  Demonstrate good customer care skills  Ability to follow procedures and instructions		Application form/ Interview
<b>Special working conditions</b>	Valid Driving Licence (write on the form if you do not have a driving licence due to disability. This will not stop you getting an interview. If you get an interview we will see if we need to make changes so you can do the work)  Must be 18 or over (use of powered machinery unsupervised)  Ability to work outside in all weathers  Ability to carry out manual tasks such as considerable bending, lifting and walking		Application form/ Interview