



Ipswich Borough Council
Job Description: L31

Operative - Parks and Open Spaces
(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 and litter collection etc.
2. To follow instructions and schedules, and assist Technical Operative. 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 and open space 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.

PERSON SPECIFICATION

Parks & Open Spaces Operative

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications		Health & Safety Certificate	Certificate/ Application Form
Relevant experience	Experience of working in a public facing environment	Experience in amenity horticulture, including the use of associated machinery	Application form/ Interview
Specialist knowledge		Good knowledge of plants and their maintenance needs Manual Handling	Application form/ Interview
Personal skills	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
Special working conditions	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