

Job description

Landscape Operative

Band 4

The role of Landscape Operative lies within one of the various Landscape Teams which are part of the Green Space and Heritage Service of West Suffolk Council Operations.

The post of Landscape Operative may reasonably be required to work at any of the council's operational sites or depots in order to meet the needs of the service. These include the West Suffolk Operational Hub (WSOH) at Fornham St Martin near Bury St Edmunds, Mildenhall Depot and Haverhill Depot.

Landscape/Cemetery Operatives can also be based at any of the council's cemeteries in Bury St Edmunds, Haverhill and the Town Council cemetery in Newmarket. Landscape Operatives are required to have the flexibility to work alone or in teams, which are in all cases led by a Landscape Chargehand.

Although all posts are based on a 37-hour working week, they are however aligned individually to meet our operational requirements. The seasonality of the role will therefore require you to have a flexible approach and includes a seasonal variation of working hours for this type of work.

Job purpose

Dependent on your current skills, the main duties are likely to include general horticultural maintenance activities including, the planting and upkeep of bedding areas, shrub and hedge maintenance, grass cutting, autumn leaf clearance and litter collection using appropriate plant and equipment, together with a whole range of other horticultural operations as specified in the job description. You may be required to assist with Cemetery duties from time to time, which will include the preparation, digging and backfilling of graves, installation of shoring equipment and the burial process.

Key responsibilities and activities

A broad range of general and grounds maintenance skills are required to maintain parks and open spaces, cemeteries, verges and soft and hard landscaped areas within the district. This will be directed by a Landscape Chargehand in the first instance or by the Landscape Supervisor and Landscape Manager as required.

Types of work

To complete general grounds maintenance work, such as, grass cutting, hedge trimming, clearing leaves and litter using appropriate plant and equipment.

To complete horticultural operations, such as ground preparation, planting, pruning, weeding, seeding and watering.

To carry out basic setting out and overmarking of sports pitches and areas and upkeep of artificial and synthetic pitches.

To assist with the maintenance of sports and play equipment.

To control appropriate areas by use of chemicals.

To use a chainsaw on the ground as required.

To interpret plans and construct and prepare site.

Preparation, digging and backfilling of graves and the burial process.

To inspect vehicles, machinery and plant on a daily basis and report any defects.

Standard and quality

To complete all work to the standard and quality specified by Service Level Agreements, Grounds Maintenance specifications which are monitored by the Landscape Manager, Landscape Supervisor and Landscape Chargehands.

Health and safety

Undertake all work and operations in line with the council's health and safety Procedures including Safe Systems of Work, Risk Assessments. Monitor exposure to HAV's (Hand Arm Vibration) and the wearing of wristwatch monitoring devices.

Administration

To prepare and submit time sheets and other forms in a clear, legible and accurate manner and within the timescale required by the Landscape Chargehand / Supervisor.

Customer care

To represent the council in a professional manner in accordance with customer care policy and the contract specification.

Other duties

To perform any other reasonable work as required by the Landscape Chargehand, Landscape Supervisor or Landscape Manager, commensurate with the pay band.

You will be expected to carry out tasks required on a day-to-day basis. The work you will do will be designed to ensure you meet the evidence and standards required for your qualification.