**Job description and employee specification**

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| **Job title:** | Grounds maintenance Operative/Parks | **Location:** | Gloucester  This is an 18 month FTC |
| **Reports to:** | Operations Supervisor/Chargehand | **Working hours:** | 37 hours per week |
| **Job number:** |  | **Salary grade:** | C |

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| **Supervises:** | No supervisory responsibility |
| **Main purpose of the job:** | To carry out ground’s maintenance activities in various locations throughout the district in gardens and parks in accordance with the service level agreement and representing Ubico by working with various community groups. |
| **Key duties and responsibilities:** | **This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes**.  **This is what we need you to do:**   * Grounds Maintenance Operations (grass cutting/strimming, hedge cutting, shrub pruning, border work, weed control and general landscaping) * The planting and maintenance of trees, shrubs, and annual bedding schemes and the annual maintenance of hedges. * Operating and maintaining landscaping equipment, performing routine checks and following the defect reporting process. * Maintaining the health of our outdoor spaces, ensuing they are tidy, safe and welcoming for all our visits and residents. * Keeping the parks clear of rubbish. * Working with the street cleansing team to remove graffiti, whilst working within COSHH guidelines. * To work independently and use your own initiative to ensure the park and gardens are maintained to a high standard, safe and accessible. * You will be representing Ubico by working with various community groups by responding to various requests. * To empty, clean and report defective bins on an agreed emptying schedule. * To clean given areas to a specified standard removing all litter, animal droppings, leaf and twig fall, dirt and dust, loose chippings, and other deposits, using a range of tools provided. * To remove any reported fly tipping, disposing of waste as directed, taking due consideration to any possible dangers (for example asbestos or sharps) * Snow and ice clearing during the winter periods. * Assisting residents in Gloucester with flooding, by delivering sandbag * Helping waste and recycling crews during off season to collect a waste if required.   **All employees of Ubico are also expected to:**   * Work to add value to, and be a valued member of, the team and to be valued by customers. * Comply with the organisation’s health and safety policies and safe systems of working. * Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. * Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. * **Be committed to and demonstrate the values of the organisation which are to:** * **Deliver quality** – what we do, we do well. * **Be safe** – look out for yourself and others. * **Do the right thing** – make good decisions and treat people with respect. * **Care for our environment** – protect where we live and work. Strive to be cleaner and greener. * **Work together** – communicate well and help each other. |
| **Essential requirements - qualifications, skills, abilities, knowledge, and experience:** | **Qualifications**   * Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight minimum.   **Knowledge and experience**   * Must possess a basic knowledge of horticulture.   · Must possess basic knowledge of vehicles, plant, and machinery for use within  a ground’s maintenance environment.    **Skills and abilities**   * Ability and experience of driving transit sized caged vehicle safely. * Ability and experience of operating and driving a mechanical sweeper vehicle safely, or willing to learn. * Able to perform required daily checks on vehicles. * Ability to read, respond to and sign off works instructions. * Be prepared to work outdoors in all weather conditions. * Be competent in the use of digital systems such as a tablet, phone applications. * Flexible approach to working hours and tasks allocated. * Ability to read and follow basic information/instructions. * Be fit and able to lift heavy objects (and walk 8-10 miles each day at a brisk pace) * Ability to work alone or as part of a team and deal with customers, colleagues, and management in a courteous, helpful, and friendly manner. * Ability to use initiative and work with minimum supervision. * Good interpersonal skills.   · Works together with employees, colleagues, and customers to resolve  problems and implement change initiatives. |
| **Desirable requirements - qualifications, skills, abilities, and experience:** | * Experience of working on street cleaning/grounds maintenance activities is desirable but not essential. * Must possess basic knowledge of vehicles, plant, and machinery for use within a ground’s maintenance environment. * Must have basic knowledge of health and safety requirements within a ground’s maintenance and street cleansing environments. * Working as part of a team |
| **Special conditions:** | * There may be a requirement to work at other locations to meet the needs of the business. * Expected to work reasonable additional hours in line with the needs of the service. * You will need use of a car for work purposes/you may need use of a car for work purposes. |

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| **Date created:** | 30.04.2025 |  |
| **Date reviewed:** |  |  |
| **Created/reviewed by:** | **Name: Colin Maisey/Tony Hunter** | **Job title: Transport/Operations Manager** |

