



## Job description and employee specification

<b>Job title:</b>	Grounds Maintenance Driver Operative	<b>Location:</b>	Cheltenham
<b>Reports to:</b>	Env .Maintenance	<b>Working hours:</b>	37 hours per week
<b>Job number:</b>	TBC	<b>Salary grade:</b>	C £25,883 - £25,989
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	To carry out a wide range of routine grounds maintenance and street scene activities in various locations throughout the borough in accordance with service level agreements under		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <p><b>Own personal management and development</b></p> <ul style="list-style-type: none"> <li>a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.</li> <li>b) to ensure that the company's equal opportunities policies are followed and actively practice social inclusion within own area of service.</li> <li>c) to read and respond to corporate communications and information which is disseminated</li> <li>d) to participate in the company's agreed performance appraisal system.</li> </ul> <p><b>2. Responsible for all physical resources and budgets allocated to the unit.</b></p> <ul style="list-style-type: none"> <li>a) no budget responsibility;</li> <li>b) ensure all resources (including vehicles, bins, cleaning equipment and tools etc) are used safely, legally and efficiently;</li> <li>c) to comply with standing orders, financial regulations and all other company policies and systems for ensuring financial probity.</li> </ul> <p><b>3. Professional / technical</b></p> <ul style="list-style-type: none"> <li>a) maintain personal professional/technical competence within the service area in part C.</li> <li>b) to hold a Vehicle Licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight.</li> </ul>		



#### **4. Other responsibilities**

- a) to ensure personal compliance with the General Data Protection Regulations , Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery;
- b) to comply with all aspects of the corporate health, safety and welfare policy;
- c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

#### **Specific Service Areas**

##### **Main Duties and Responsibilities**

##### **Driver Roles and Responsibilities**

- a) Undertake daily checks of the vehicle before it is used to ensure that the vehicle is in good working order, including checking oil, water, tyres, lights and beacons;
- b) To report any problems with the vehicle on the relevant paperwork and to the relevant department immediately, explaining technical problems where required.
- c) To undertake any required paperwork to ensure compliance with all relevant transport legislation.
- d) To comply with all transport legislation & Highway Code, accepting responsibility for traffic infringements.
- e) To be responsible for driving Company vehicles safely around the Cheltenham area, showing due regard for other road users and local residents.
- f) To be responsible for requesting / utilising other team members as banks persons to assist in any difficult vehicle manoeuvres.
- g) Dispose of all recyclables, general waste & cuttings at the appropriate licenced disposal site, complying with all site rules.
- h) To ensure vehicle is left clean and empty at the end of each working day.

##### **Horticultural Responsibilities**

- a) The planting and maintenance of trees, shrubs, and annual bedding schemes.
- b) The annual maintenance of hedges.



- c) To assist the Supervisor and Team Leader with the supervision of temporary staff, to ensure that they are carrying out their duties professionally, safely and efficiently;
- d) The grass care and maintenance; to include grass mowing using a wide range of mechanical equipment.
- e) Undertake visual daily checks of any machinery or tools before it is used to ensure that it is in good working order.
- f) To report any problems with machinery on the relevant paperwork and return to the relevant department immediately, explaining technical problems where required.
- g) To undertake any required paperwork to ensure compliance with all relevant transport and/or health and safety legislation.
- h) The application of pesticides.
- i) Sports turf maintenance.
- j) General cleansing operations to green spaces and various locations to include sweeping, litter collection, removing animal droppings and leaf fall using a range of tools provided.
- k) Emptying & cleaning dog/litter bins as per agreed schedules.
- l) Remove fly tips, fly posting and sharps as instructed by Supervisor/Team Leader.
- m) Snow and ice clearing during the winter period.
- n) To drive and operate all vehicles, plant and machinery in accordance with the manufacturers' instructions and established good practice.

### **Safety Duties**

- a) to comply with Health and Safety at Work Act Policy Statement for the Environmental maintenance section and all other regulations applicable to horticultural/street cleansing/building cleaning activities;
- b) to undertake training on the safe operation and use of any grounds maintenance or street cleaning equipment where necessary

### **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.



	<ul style="list-style-type: none"> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b> <ul style="list-style-type: none"> <li>☐ <b>Deliver quality</b> – what we do, we do well.</li> <li>☐ <b>Be safe</b> – look out for yourself and others.</li> <li>☐ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>☐ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>☐ <b>Work together</b> – communicate well and help each other.</li> </ul> </li> </ul>
--	--

<p><b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>(i) Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight;</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>(i) Must possess a basic knowledge of horticulture</li> <li>(ii) Must possess basic knowledge of vehicles, plant and machinery for use within a grounds maintenance environment</li> <li>(iii) Must have basic knowledge of health and safety requirements within a grounds maintenance environment</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>(i) Ability and experience of driving Transit sized caged vehicles safely</li> <li>(ii) Ability to make required daily checks on vehicles, mowers and plant</li> <li>(iii) Ability to read and follow basic information / instructions</li> <li>(iv) Must be a proactive team member with a positive attitude and customer focussed approach to work</li> <li>(v) Ability to effectively communicate factual information and customer feedback to colleagues and management</li> <li>(vi) Ability to use initiative and work with minimum supervision</li> <li>(vii) Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</li> <li>(viii) Ability to maintain a quality service delivery and operate within the values of the company</li> <li>(ix) Ability to maintain a neat, tidy and clean personal appearance</li> </ul>
---	---



<b>Desirable requirements - qualifications, skills, abilities and experience:</b>	(i) Experience of working on grounds maintenance activities is desirable but not essential  (iii) Member of Grounds Management Association or	
<b>Special conditions:</b>	equivalent	
<b>Created/reviewed by:</b>	<b>Name:</b> Emma Burton	<b>Job title:</b> Grounds Maintenance Supervisor

