

Abingdon-on-Thames Town Council

Job Description

<b>JOB TITLE:</b>	Outdoor Services Operative
<b>SALARY SCALE:</b>	NJC scale points 7 to 12 (£25,584 to £27,711).
<b>HOURS:</b>	36.5 hours per week.
<b>ROLE:</b>	Working as a member of a small team to assist with grave digging and other cemetery work and to undertake the full range of grounds maintenance and related duties in the Council's cemeteries, parks, playing fields and other amenity areas. Work is also required to be undertaken at Town Council buildings to include painting and decorating, repairs and removals.
<b>RESPONSIBLE TO:</b>	Deputy Cemetery and Outdoor Services Manager

**RESPONSIBILITIES**

- 1.1 To undertake grave digging operations and to ensure that work in the cemetery is undertaken in accordance with the Council's safe working procedures.
- 1.2 To assist and advise the public with enquiries related to the cemetery, especially in relation to the location of graves, always displaying a sensitive attitude to the public regarding cemetery enquiries.
- 1.3 To undertake gardening and general maintenance of areas including grass cutting, hedge trimming, weed control, clearing leaves and litter, and maintenance of trees, shrubs and floral displays (including watering), paths and verges in parks, playing fields and open spaces.
- 1.4 To carry out maintenance of buildings, walls and fences.
- 1.5 To undertake the cleaning of the Chapel in Spring Road Cemetery.
- 1.6 To assist with regard to general maintenance of vehicles, machinery and gardening equipment and other items such as street furniture and play equipment.
- 1.7 To assist with regard to the inspection of Market Place, War Memorial, County Hall and Guildhall precincts, street furniture, play equipment and open spaces for health and safety requirements.

1.8 To carry out any other duties as may be directed by the Outdoor Services Team Leader, including assistance and civic and community events. These events take place during evenings and weekends and therefore the postholder is required to work flexibly as part of a small team.

### **Other Duties:**

2.1 The Council operates in a flexible way where all staff support each other across team and service areas. The post holder is expected to share in this. The post holder is expected to carry out such duties as may be allocated. From time to time, during a local emergency such as flooding or major events, the post holder may be required to work outside of normal working hours.

### **Finance:**

3.1 To place orders for works and materials as required by your line manager and complying with the Council's Procurement Policy and the Council's green aims.

### **General:**

4.1 To ensure that the Council's vision, values, key objectives and agreed policies guide, govern and are integral to all actions, recommendations, and decisions in relation to the postholder's responsibilities.

4.2 To undertake health and safety and other development training as directed by your line manager or other town council managers.

4.3 Observe and implement all relevant health and safety standards and rules.

4.4 Attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.

4.5 Ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties, including adherence to the Council's Code of Practice relating to confidentiality.

4.6 The nature of the job involves weekend working on a rota basis, for which overtime will be paid. Overtime will also be required at other times on an ad hoc basis. You will be required to be available for "out of hours call outs" on a rota basis commencing at 3.30p.m. on Friday for which an extra allowance is payable. During this period, you need to be contactable and available for work within 30 minutes of a call out. You must be physically fit for digging and lifting. Current driving licence essential.