JOB OUTLINE	
JOB TITLE: Amenity Operative 4 - Seasonal	**JET CODE: 6793**
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Amenity Services	
REPORTING TO: Head Operative	
RESPONSIBLE FOR: None	

JOB PURPOSE:

Provide front line service delivery in street sweeping, general grounds maintenance, and related services across East Lothian.

MAIN DUTIES:

Undertake horticultural operations appropriate to open space maintenance, for example pruning, grass cutting, Garden Aid, Play equipment maintenance and installation, shrub maintenance, litter picking, annual bedding, planting and soft landscape construction.

Assistance with the maintenance of burial grounds including all aspects of work associated with the delivery of burial services.

Assistance with the provision of an Events service through delivery, erection, taking down and storage of items such as marquees, Stages, Tables and Chairs.

Undertake as an individual or as part of a team, all operations relating to collection of litter, dog fouling and fly tipping.

Assisting with the front line enforcement of litter and dog fouling legislation.

Assist with the provision of weather emergency type response to community needs such as snow clearing, gritting and flood control.

Safe and efficient use of a range of powered equipment, vehicles and plant (where appropriate licenses held), ensuring adequate levels of maintenance, efficient use in equipment output, demonstrate equipment use to team members when required, all in line with manufacturers guidelines, Safe Operating Procedures and other relevant Council policies and procedures.

Operate a range of vans, trailers, tractors and ride on mowers in line with all procedures and guidelines (where relevant Licence is held).

Services such as those provided for weather emergencies, burials, park warden services, events and street sweeping often require staff to work out with the normal working week at evenings and weekends. To ensure the continued smooth delivery of these services, the post

holder will require to co-operate with the scheduling of overtime and periods of annual leave, thus ensuring an even spread of work throughout colleagues in the squad.

Ensuring the accurate and timely completion of all records and paperwork pertaining to the use of equipment, materials, work progress and attendance at work.

Front line demonstration of skills and provision of advice and guidance on the appropriate use and maintenance of plant and equipment and acceptable standards of grounds maintenance works.

Ensuring the safety and security of equipment, resources and facilities under their use including monitoring compliance with health and safety policies and inspection processes.

To ensure all of the above is carried out in a manner that presents no risk to themselves, their colleagues or the general public and in accordance with all current legislation, Council procedures and guidelines.

To undertake all of the above in a spirit of co-operation and in a manner consistent with the aims of the Council. In particular, the quality of customer care should be maintained and developed with regard to personal behaviour towards colleagues, Council officers and the general public, thus ensuring continual good public and industrial relations.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

None.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**

Education, Registration & Training	A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.	SVQ or equivalent in Horticulture or related discipline. Spraying Certificate (PA1 and PA2 or PA6). Health and Safety training. Driving Licence
Previous Experience (Paid & Voluntary Work)		Local Authority grounds maintenance. Amenity Horticultural experience. Operation of powered equipment. Experience in the provision of Events services. Experience of Burial grounds maintenance
Knowledge / Skills / Competencies	Effective verbal and written communication skills Health & Safety Awareness	Driving of maintenance vehicles Understanding of Burial procedures
Personal Qualities	Ability to work flexibly as part of a team. Ability to work without close supervision, using own initiative. Customer care skills	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen	

	We work Together	