

JOB OUTLINE	
JOB TITLE: Amenity Operative	JET CODE: 6794
DIVISION: Partnership & Community Services	
SERVICE/BUSINESS UNIT: Infrastructure – Sport, Countryside & Leisure	
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. 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 maintenance of burial grounds including all aspects of work associated with the delivery of burial services. Undertake play equipment inspections and assist with maintenance and installation programmes as required. 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. Ensuring the accurate and timely completion of all records and paperwork pertaining to the use of equipment, materials, work progress and attendance at work.	

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.

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:

- Able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.

Disclosure Scotland:

- None.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Able to demonstrate equivalent knowledge, skills and competencies gained through previous experience. A current driving licence is required	3 O/Standard Grades or equivalent in English Arithmetic and a Science Formal SVQ in related discipline Pesticide Application Training (PA1/PA2) Formal health and safety training Enforcement of Litter and Dog Fouling legislation
Previous Experience (Paid & Voluntary Work)	Basic amenity experience and/or be able to demonstrate equivalent relevant experience or transferrable skills Operation of a range of hand tools and powered equipment and/or be able to demonstrate equivalent relevant experience or transferrable skills Outdoor working Working with the public	Local authority maintenance experience Plantsmanship or fine turf experience Burial grounds maintenance and assistance with burial services
Knowledge/ Skills /Competencies	Ability to demonstrate safe practices in line with health and safety requirements Basic grounds maintenance skills and/or be able to demonstrate equivalent relevant experience or transferrable skills Ability to undertake basic machine repairs and maintenance and/or be able to demonstrate equivalent	Knowledge of East Lothian road network. Knowledge of recyclable and non- recyclable material streams

	relevant experience or transferrable skills Effective verbal and written communication skills	
Personal Qualities	Self-motivated, positive and reliable. Effective hand–eye co-ordination. Ability to work outdoors in all weathers. Ability to work without close supervision. Ability to solve problems. Ability to work flexibly as part of a team. Ability to work under pressure and meet deadlines. Ability to follow set tasks. Ability to prioritise own workload and delegate to others	Willing to undertake further training and development relevant to the post
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	