

HELSTON TOWN COUNCIL



General/Grounds Maintenance Operatives Post Nos 10 & 11

Job Description

Responsible to:	General/Grounds Maintenance Supervisor
Hours of Duty:	37 (Flexible hours to be agreed)
Location of Work:	Parish of Helston
Grade:	Spinal Column Point 5

Primary Purpose and Scope of the Job:

Under the direction of the General/Grounds Maintenance Supervisor, the post holder will undertake general and grounds maintenance duties in the Town in order to ensure it is a safe and clean environment. The post holder will occasionally work with the Town Warden and/or other members of staff and volunteers to complete tasks in a safe and timely manner.

Main Objectives

1. Responsible for the maintenance of the Town Council's facilities, buildings and assets as part of scheduled maintenance programmes or as such repairs become necessary.
2. To undertake, either individually or as a member of the team, a range of horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting, weed control, watering of hanging baskets and footpath maintenance.
3. Removal of litter, detritus, weeds (by hand or spraying), general arisings, vegetable material, dumped items and materials from both hard and soft landscaping as directed.
4. To assist in general clearing/cleaning of town areas as directed.
5. To use a range of hand and power tools including undertaking regular maintenance and safety checks, cleaning and sharpening as required.
6. Drive the Council's vehicles when necessary and ensure they are operated in a safe manner in accordance with manufacturers' guidance.
7. To assist with town events including the setting up and dismantling of road closures and the manning of barriers.
8. To work with other Agencies and Community Groups to deliver services authorised by the Town Council.
9. To undertake any other duties required by the Council consistent with the level and scope of the post.

Other Aspects of the Post

The General/Grounds Maintenance Operatives will be expected to wear a uniform at all times when on duty and protective clothing when necessary and to:

- i. Ensure safe working practices in accordance with guidelines laid down by the Health and Safety Executive.
- ii. Attend training courses and meetings when requested.

To act in a polite and professional manner at all times as an employee of the Town Council.

The job involves occasional evening and weekend work.



Helston Town Council

PERSON SPECIFICATION

General/Grounds Maintenance Operatives

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Relevant Experience	<p>Experience of working in a similar horticultural environment.</p> <p>Experience of using a range of tools and equipment.</p>	Application Form, Interview and References.
Education and Training	<p>Basic qualifications in Horticulture (NVQ2 or above).</p> <p>High degree of Health & Safety knowledge (Eg Manual Handling, CoSHH).</p> <p>Working in close proximity to the highway (Chapter 8 desirable)</p>	<p>Application Form and Certificates.</p> <p>Application Form and Certificates.</p> <p>Application Form and Certificates.</p>
Physical Demands	Must be physically fit and be able to bend and lift, working outdoors in all weather conditions.	Application Form and Interview
Sensitivity	<p>Ability to build and maintain effective working relationships.</p> <p>Smart appearance and a pleasant, tactful and discreet nature.</p>	<p>Interview and References.</p> <p>Interview and References.</p>

<p>Flexibility & Initiative</p>	<p>Flexible approach to working hours including evenings and weekends particularly during town events.</p> <p>Ability to work well unsupervised and on own initiative.</p>	<p>Interview.</p> <p>References.</p>
<p>Other</p>	<p>Holder of a Full UK Driving License.</p> <p>No criminal record which would prohibit work of this nature.</p>	<p>Driving License (both parts).</p> <p>Disclosure & Barring Service check.</p>



Helston Town Council

APPLICATION FOR EMPLOYMENT

Confidential

Post applied for: General/Grounds Maintenance Operative

PERSONAL DETAILS

Surname	First Name(s)	Preferred Title (Miss, Mrs, Ms, Mr, Dr etc)
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Address	Telephone (Day)
Post Code	Telephone (Evening)
	Mobile

National Insurance No.	Do you have a valid full driving licence? Yes / No
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How soon after an offer of a job would you be able to start? (Note, this Post commences on 1st April 2019)

Please state where you saw the post advertised

Health

Do you require any reasonable adjustments for the interview and selection process? Yes / No

If YES, please give details:

QUALIFICATIONS

Dates	School/College/University	Subject/Qualification	Level	Grade Obtained

TRAINING including any short courses undertaken

From	To	Details

PREVIOUS EMPLOYMENT

Name and Address of Employer (current or most recent first)	Job Title	Main Duties and Reason for Leaving	From	To

REFERENCES

Please give the name and addresses of two people who can provide references. Do not include relatives (unless you have been employed by them). **One should be your current or most recent employer.**

Name and Address <input type="checkbox"/>	Name and Address <input type="checkbox"/>
Telephone No.	Telephone No.

Referees will only be contacted if you are selected for interview. If you do not want a Referee contacted at this stage please tick the relevant box.

Right to Work in UK

Are you legally entitled to work in the UK? Yes / No

We will require evidence of this prior to commencing employment

Are you related to any councillor or officer of Helston Town Council? Yes / No

If yes, please give details.

ADDITIONAL INFORMATION

Please give details of any skills and experience you have together with any interests which are relevant to your application. You should use the information in the person specification and job description to help you demonstrate your suitability for the post.

Data Protection

The Data Protection Act 2018 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

SIGNATURE _____ DATE _____

Undertaking

Please read and sign the following undertaking:

I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Canvassing of councillors or officers of Helston Town Council will disqualify the candidate.

SIGNATURE _____ DATE _____

Please return this form marked ‘Private and Confidential’ to:

**Mr C Dawson
Town Clerk
Helston Town Council
The Guildhall
HELSTON
Cornwall
TR13 8ST**

To be returned by: Noon on Monday 11th February 2019