



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place
Post Title	Park Maintenance Operative
Post Number	
Accountable to	Parks Maintenance Team Leader
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role does not fall within the Blended Working Policy
Last updated	19th March 2025

Job Description - Principal purpose of job (role summary)

As Grounds Maintenance Operative you will support the Parks Leader to carry out Grounds Maintenance and horticultural works as part of a mobile team on a variety of sites across the District & Borough ensuring that quality and standards are met.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Carry out general Grounds Maintenance tasks in Park, Open Spaces, Allotments, Cemeteries including grass mowing and strimming & cleaning in depot mess rooms and office spaces on general amenity areas including maintenance of shrubs and hedges, sweeping, litter collection as instructed.

Carry out horticultural maintenance works to flower beds, shrub beds and hedges as instructed.

Operate all mowing, and hedge cutting and other equipment including ride on mowers associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues, members of the public and animals.

Carry out all daily and periodic machine checks prior to first use ensuring equipment is safe to operate and fit for use as required and recorded accordingly.

Report all mechanical defects and maintenance requirements in a timely manner to the Parks Supervisor and Workshop through the defect process.

Observe all relevant risk assessments and safe systems of work associated with the task and inform the Parks Supervisor of any problems as soon as they become apparent.
Wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure it is always fit for purpose.
Operate all road going vehicles in a manner which ensures the safety of the operator, other colleagues and members of the public by observing all relevant risk assessments, drivers handbook, Highway Code and the highways act.
Ensure all vehicles and equipment are maintained in a clean and tidy state at all times.
Observe all manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.
Report incidences of building defects, safety hazards, site security risks, ASB, criminal activity, byelaw infringements, unauthorised camping, traveller activities, verbal abuse and anything else which may affect site user enjoyment or the Council's reputation or financial position to the Parks Supervisor.
Ensure that any site being worked upon is secure during work and also when the site is vacated.
Any other duties commensurate with the post.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	<p>GCSE Maths and English grade C or above (or equivalent qualification).</p> <p>Full current driving licence with B entitlement.</p> <p>Willing to achieve PA1 & PA6A spraying certificate, Sector 12D T1& T2 Traffic Management and First Aider at Work.</p>	<p>Full current driving licence with B+E entitlement.</p> <p>Full current driving licence with C1 & C1E entitlement.</p>
Knowledge	<p>Experience of operating in a grounds maintenance environment.</p> <p>Working knowledge of health and safety at work.</p> <p>Operation and Maintenance of grounds maintenance hand tools and machinery including ride on mowers, pedestrian mowers, hedge cutters and strimmers.</p>	<p>Health and Safety COSHH training.</p>
Experience	<p>Experience and ability to safely drive a variety of commercial vehicles including small, medium and large vans, crew cabs and pickups</p>	
Communication	<p>Able to communicate effectively with Supervisors, Managers, other team members and the General public.</p>	
Relationship Building	<p>Able to communicate effectively with Supervisors, Managers, other team members and the General public.</p>	
Analytical	<p>Excellent level of attention to detail in order to carry out machinery checks and Inspections.</p> <p>Able to follow instructions.</p> <p>Awareness of Health and Safety, both personal and third party.</p>	
Planning/ Organising	<p>Able to work effectively and efficiently under own initiative.</p>	
Other requirements	<p>Must be competent in the use of Smartphone and email systems.</p> <p>Competence and a good working knowledge of all aspects of health and safety at work including knowledge of relevant legislation e.g. COSHH, H&S WA, Risk Assessments.</p> <p>Demonstrable experience and competence in carrying out health &</p>	

	<p>safety inspections of grounds maintenance machinery and equipment.</p> <p>Must be able to work within a physical role which will include lifting heavy items, being on your feet and carrying out physical tasks throughout the whole day.</p> <p>Must be able to access sites in all Weathers.</p> <p>Outside, in all weather it can be dirty and dusty and noisy.</p> <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	
--	--	--

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	