



**Banbury Town Council**

**JOB DESCRIPTION**

<b>Post title:</b>	<b>Parks &amp; Cemeteries Lead Operative</b>
<b>Post No:</b>	<b>BTC 50</b>
<b>Grade:</b>	<b>SCP 10 - £23,620 – SCP 13 - £24,948 (£12.28 - £12.97 per hour) depending on Experience, Qualifications &amp; Performance</b>
<b>Hours</b>	<b>37 hours per week 8.00am–4.00pm Monday to Thursday &amp; 8:00am–3:30pm on Friday (with 30 minute lunch each day)</b>

<b>Responsible to:</b>	<b>Parks &amp; Cemeteries Supervisors</b>	<b>Post Nos:</b>	<b>BTC 26 &amp; 27</b>
<b>Responsible for:</b>	<b>N/A</b>	<b>Post No:</b>	<b>N/A</b>

**Key Objectives:**

1	To deliver a high quality landscape service to the public, ensuring horticultural excellence is achieved, to enhance the reputation of the Parks and Cemeteries Team and the Town Council.
2	To provide support and assistance to the Parks and Cemeteries Supervisors to ensure the effective delivery of services undertaken by the Town Council in its Parks, Cemeteries, and Closed Churchyards within Banbury.
3	To take pride in the delivery of the entire range of grounds maintenance operations in line with best practice to the highest standards required for Parks, Sports Grounds, Churchyards and Cemeteries, constantly striving for continuous improvement.
4	To work effectively as part of the team responsible for carrying out a range of Horticultural and other Maintenance Operations.
5	To comply with safe systems of work and should actively promote a safety culture within the workplace. Ensuring safety for members of the public and employees at all times.
6	To deputise for the Parks and Cemeteries Supervisors as required by the Parks and Cemeteries Manager, to include leading, instructing and monitoring the work carried out by the Parks and Cemeteries Operatives.

**Responsibilities:**

1	To deliver a programme of work as required by Parks & Cemeteries Supervisors to ensure that the programme is achieved.
2	To carry out the full range of operations required to deliver the service including the maintenance of grass, shrubs, hedges, floral bedding, trees, sports facilities, play areas, hard surfaces, park furniture.
3	To ensure that grave preparation for interments and cemetery maintenance is of the highest standards and comply with relevant legislation regarding cemetery operations and burials.
4	To maintain planters, seats, notice boards, signs, fencing, bins, gates, or play equipment, etc, as directed.

5	To store, handle and apply pesticides in line with your training and best practice (where the appropriate certificate is held) and keep records.				
6	To use of a range of horticulture related plant machinery, equipment and tools as required. Ensuring pre-use visual safety inspections ensuring that day to day maintenance is carried out i.e. daily checking of tyres, fuel/oil levels/ greasing etc, ensuring any defects are reported immediately and that defective equipment is not used.				
7	To wash down plant and equipment, and to ensure all are kept clean, sharp and stored safely/securely. Assist in the maintenance of the depot yard and store facilities.				
8	To drive Council vehicles for park and cemetery duties and to tow trailers as required, to ensure the safe and secure movement of plant and equipment between the sites, ensuring all Council vehicles used are kept clean and tidy.				
9	To carry out landscape development works, park and cemetery refurbishments including new planting schemes, turfing/seeding, and minor hard landscaping.				
10	To comply with all relevant Health and Safety Legislation relevant to the duties of the post.				
11	To wear the Town Council corporate clothing at all times whilst on duty, and to use PPE equipment provided.				
12	To undertake additional training as required for carrying out duties of the post, updates on industry changes or continuous personal development.				
13	To deputise for the Parks and Cemeteries Supervisors, as required, assisting the Parks and Cemeteries Manager co-ordinate operations and the supervision of staff.				
14	The Lead Parks and Cemeteries Operative is responsible for providing on site instructions, guidance, support and on the job training for other team members in the absence of the Supervisor.				
15	To participate in out of hours work, ie: for call out service for burials, or community events, including weekends/bank holidays.				
16	To ensure compliance with the Council's policies towards Customer Care to improve customer and client satisfaction.				
17	To carry out any other duties of a similar nature that may be required.				
<table border="1"> <tr> <td><b>This Job Description was created by</b></td> <td><b>Paul Almond</b></td> <td><b>on</b></td> <td><b>January 2023</b></td> </tr> </table>		<b>This Job Description was created by</b>	<b>Paul Almond</b>	<b>on</b>	<b>January 2023</b>
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