



DORCHESTER TOWN COUNCIL

Labourer– Grounds Maintenance Salary at SCP4 £23,114 per year 37 Hour Week- Permanent Position

Dorchester Town Council is looking for a self-motivated person to help deliver quality grounds maintenance services for the residents and visitors to Dorchester to enjoy. Duties will include the full range of maintenance tasks such as: Grass cutting, shrub bed maintenance, weeding and litter collection. Other duties will include basic tree maintenance and cemetery/grave digging duties. You should have good team working skills and will be working across the wider town area to maintain the Council's pleasure and recreation grounds, play areas and public open spaces. You will also be required to assist with the general repair of buildings, play equipment, seats, fences etc and to carry out hard and soft landscaping as required. You will be responsible for daily maintenance of plant, tools and equipment provided by the Council.

Relevant experience in the use of a range of grass cutting machinery will be an advantage. Should you not hold relevant certificates training will be given as part of a developing role/post.

This is an outdoor post and as such you will be expected to work in varied and sometimes unpleasant weather conditions.

For an application pack please contact the office on 01305 266861 or by email to admin@dorchester-tc.gov.uk. or download from the Town council website at <http://www.dorchester-tc.gov.uk>

The closing date for completed applications is noon on Wednesday 27th March 2024.

The Council is an Equal Opportunities Employer.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

Name

Post: Labourer

JOB DESCRIPTION

Under the direction of the Assistant Town Clerk, Outdoor Services (ATCOS) or any authorised officer, to undertake the following duties:

1. The assist in and carry out, maintenance, repair and upkeep of all the Council's pleasure and recreation grounds, play areas, gardens, cemeteries, and public open spaces. Using a range of techniques and machinery. This will typically include grass cutting, hedge trimming, shrub pruning, weeding, leaf sweeping, litter removal, edging, grave digging/cemetery maintenance and all other general hard and soft landscaping operations. Training will be given where required.
2. When required, to assist with the maintenance of sports pitches and other specialist facilities provided by the Council. Using a range of techniques and machinery.
3. To undertake or assist with the delivery of any other works, projects or tasks as directed.
4. A flexible working approach is essential to this post, a wide range of operations undertaken by the Outdoor Services teams may be carried out by the post holder (training will be provided where necessary). These works include, but are not restricted to, assisting in the general repair of buildings, seats, fences, hedges etc. belonging to or tenanted by the Council, together with basic tree maintenance operations, grass cutting, watering, gardening/grounds works in the Borough Gardens and grave digging and associated work at the Town's cemeteries.
5. To keep and maintain and safely store in good and clean condition all plant, tools and equipment belonging to the Council, this will include daily maintenance and servicing.
6. To complete paperwork (or use electronic notepads) for job recording, checking, timesheets, etc. as may reasonably be required by the Council.
7. This post does not currently involve contractual weekend working or evening working but it should be noted that occasional weekend, morning and evening working will be required e.g., watering hanging baskets, attendance at remembrance Sunday and weekend park events, duty rota as required.
8. Acting under the direction of the ATCOS and any authorised officer to carry out all duties, whether or not specifically set out herein, as may be required from time to time.
9. You will be required to drive various vehicles and mowers on the highway and a current driving license is essential.

Signed..... Date.....

DORCHESTER TOWN COUNCIL
PERSON SPECIFICATION - Job Title: Labourer

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	Basic literacy and numeracy skills	Educated to GCSE Level in English Related horticultural or grounds maintenance training.
2. Related experience including voluntary work	Minimum of 6 months grounds maintenance labouring experience. A working knowledge of Health and Safety in the outdoor environment. Experience of dealing with the public Experience of working on own initiative and as part of a team. Experience of operating horticultural equipment.	Experience of close team working. Experience of delivering work to deadlines. Wider experience in horticulture /grounds main operations. Gravedigging experience In depth experience of lone working or working as a two-person team.
3. Skills and Abilities	Good organisational skills. Able to organise own work and take direct instructions. Able to meet strict deadlines. Flexible working Good communication skills Skilled in the use of machinery and vehicles. Able to work in a logical manner	Certificates for safe use of Hand mowers, hedge trimmers, Brush cutter Ride-on Mower driving Training.
4. Knowledge	Full driving licence holder Grounds maintenance/ gardening knowledge.	Manual Handling training Formal qualifications (or equivalent in-depth experience) in any of the essential skills in the skills and abilities section Horticultural qualifications.

5. Personal Qualities	<p>Able to work alone or in a team.</p> <p>Able to grasp new concepts quickly.</p> <p>Able to make decisions.</p> <p>Able to contribute to effective teamwork with a flexible approach.</p> <p>Personal warmth and friendly responsive approach to colleagues and members of the public at all levels.</p> <p>The ability to work effectively under pressure.</p> <p>Self-reliant, open and honest.</p> <p>Practical and common-sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Capable of anticipating problems and showing initiative to solve them when required.</p> <p>Receptive to new ideas.</p> <p>A keen sense of personal responsibility and the need to set an example for others in the team to follow.</p> <p>The desire to work to a high standard of quality.</p>	<p>Familiar with patch based and flexible working methods.</p> <p>Previous experience of working in public areas.</p> <p>Previous experience of producing a high quality finish in high profile areas.</p>
6. Other requirements	<p>This post does not currently involve routine contractual weekend working or evening working but it should be noted that reasonable requests for such working to achieve work targets will be made. Such situations include early morning watering of hanging baskets , weekend events,</p>	<p>Some routine overtime may be available.</p>

	emergency relief park keeping and putting up Christmas lights in the evening.	
7. Things to consider	<p>This post is an outdoors based role. You will be required to work outside in all-weather types, appropriate protective clothing will be supplied and it is expected it will be used/ worn.</p> <p>There are relatively early morning starts and you must make arrangements to get to site on time to start work promptly.</p> <p>There are hazards associated with this type of work for which you will be trained to be aware. Working procedures control these hazards and you will be expected to follow those procedures and any instructions given to you by other staff. We will expect you to carryout physically demanding tasks as part of your normal working routine.</p> <p>Some tasks are repetitive, and you will need to develop skills to overcome the occasional repetitive task and avoid becoming bored.</p> <p>When you commence your employment you will be working under direct supervision and direction.</p>	