

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 Gardens, open spaces and recreation grounds, play areas, 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 and bin emptying, 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., erecting xmas lights, watering hanging baskets, attendance at remembrance Sunday and weekend park events, duty rosta 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.....