



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

Email: admin@dorchester-tc.gov.uk

JOB VACANCY

Labourer– Grounds Maintenance

Salary at SCP4 £18,933 per year

37 Hour Week- Permanent Position

Dorchester Town Council is looking for a trained and experienced, 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.

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 1st December 2020.

The Council is an Equal Opportunities Employer.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

Name

Post: Labourer

JOB DESCRIPTION

Under the direction of the Outdoor Services Manager (OSM) or any authorised officer, to undertake the following duties:

1. The assist in maintenance, repair and upkeep of all the Council's pleasure and recreation grounds, play areas, gardens 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 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, gardening/grounds works in the Borough Gardens and grave digging and associated work at the Town's cemeteries.
5. To keep and maintain 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 and evening working will be required e.g. attendance at remembrance Sunday and weekend park events as required.
8. Acting under the direction of the OSM 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	<p>Minimum of 6 years horticultural labouring experience, preferably in a public sector organisation.</p> <p>A working knowledge of Health and Safety in the outdoor environment.</p> <p>Experience of dealing with the public</p> <p>Experience of working on own initiative and as part of a team.</p> <p>Extensive experience of operating a wide range of horticultural equipment.</p>	<p>Experience of implementing projects.</p> <p>Experience of team working.</p> <p>Experience of being personally accountable for work carried out.</p> <p>Experience of delivering work to deadlines.</p> <p>Wider experience in horticulture /grounds main operations.</p> <p>Regular Gravedigging experience</p> <p>In depth experience of lone working or working as a two person team.</p>
3. Skills and Abilities	<p>Good organisational skills.</p> <p>Able to organise own work and take direct instructions.</p> <p>Able to meet strict deadlines.</p> <p>Flexible working</p> <p>Good communication skills</p> <p>Skilled use of machinery and vehicles.</p>	<p>Able to work in a logical manner.</p> <p>Use of electronic notebooks/work pads</p> <p>Formal qualifications (or equivalent in-depth experience) in any of the essential skills in this section</p>

<p>4. Knowledge</p>	<p>Mower driving Training Full driving licence holder</p>	<p>Manual Handling training Certificates for safe use of Hand mowers and Brush cutter.</p>
<p>5. Personal Qualities</p>	<p>Able to work alone or in a team. Able to grasp new concepts quickly. Keen and able to effect change and deliver new ways of working. Able to make decisions. Able to contribute to effective teamwork with a flexible approach. Personal warmth and friendly responsive approach to colleagues and members of the public at all levels. Able to work effectively under pressure. Self-reliant, open and honest. Practical and common-sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them when required. Receptive to new ideas. A keen sense of personal responsibility and the need to set an example for others in the team to follow. The desire to work to a high standard of quality.</p>	<p>Able to contribute to the development of the Council by providing constructive ideas and feedback. Familiar with patch based and flexible working methods. Previous experience of working in public areas.</p>
<p>6. Other</p>	<p>This post does not currently involve routine contractual weekend working or evening working but it should be noted that</p>	

	reasonable requests for such working to achieve work targets will be made on occasions.	
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DORCHESTER TOWN COUNCIL JOB APPLICATION FORM

Please complete in black ink and return to the address on the back page either by e-mail or post

Please do not use staples for additional information sheets of paper

All the sections of this form should be completed

VACANCY DETAILS

Appointment of Labourer	Closing Date: Noon Tuesday 1 December 2020
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Where did you see the advertisement?

PERSONAL DETAILS

Surname:		First Names:	
Home Address:		Telephone Numbers/E-mail addresses:	
		Private:	
		Work:	
		Mobile:	
		E-mail:	
Postcode:		Can we contact you at work? YES / NO	
NI Number:	Preferred Title:	Valid Driving Licence: YES / NO / PROV	
		Penalty Points: YES / NO No.	
		Car Owner: YES / NO	

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**
If yes please give details:

Canvassing will disqualify your application or make you liable to dismissal if appointed.

EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

Present Position:		Present Employer:
		Location:
Date Started:	Current Salary: Benefits:	Reason for wishing to leave:

From	To	Previous Positions	Employer and Location	Reason for Leaving

NOTICE

Please state the period of notice you are required to give to your present employer:

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REFERENCES

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

a) Employer

Name
Job Title
Address
.....
Phone **E-mail**
Can we contact this referee prior to interview? YES / NO

b) Other referee

Name **Relationship to you**
Job Title
Address
.....
Phone **E-mail**
Can we contact this referee prior to interview? YES / NO

SPARE TIME ACTIVITIES

ADDITIONAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

MEDICAL INFORMATION

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signed

Date

Completed applications should be sent to:

The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

or: E-mail: admin@dorchester-tc.gov.uk