



Stratford-upon-Avon Town Council

**JOB DESCRIPTION – OPEN SPACES OPERATIVES**

**Job Purpose & Role:** To work as part of a small team responsible for the upkeep of the Council's cemetery, closed churchyard, garden, open spaces and the maintenance and servicing of Council property and equipment. In addition, undertake any other duties which are commensurate with the grading and designation of the post, demonstrating awareness of and in compliance with the Council's Equal Opportunities Policy and Health & Safety Policy.

- Principal Duties:**
1. Grave digging (re-openers to a depth of 4.6ft);
  2. Infilling graves;
  3. Strimming around graves and edges of lawns;
  4. Mowing of lawns;
  5. Hedge cutting;
  6. Leaf collecting;
  7. Verge clearance;
  8. Tree pruning;
  9. Collection of general green debris;
  10. Spraying using weed killing chemicals under the supervision of the Foreman;
  11. Sweeping;
  12. Path, slab, gravel laying;
  13. Erecting and maintaining fences;
  14. Maintenance of mowers and tools;
  15. Lifting of equipment (some heavy) on to van (ramps available);
  16. General DIY maintenance and servicing of Council property, including bus shelters, benches, gates etc;
  17. Erection and removal of equipment in relation to festivals and events;
  18. Assist with traffic management at certain Town Council events;
  19. Helping with the furling of flags and erection of the shields and flags and other work associated specifically with the Birthday Celebrations;
  20. General maintenance of rest room and toilets as part of the team.

**Operatives must have:**

1. The ability to follow instructions but to generally work without supervision;
2. The ability to work as part of a small team;
3. The ability to work to certain deadlines;
4. A helpful and respectful disposition in dealing with the recently bereaved;
5. An ability to communicate effectively;
6. An understanding of IT and computer literacy;
7. A flexible approach.

**Town Clerk  
2019**