



Stratford-upon-Avon Town Council

OPEN SPACES OPERATIVE

Job Description

Job Purpose & Role:

To work as part of a small team who are responsible for the upkeep of the Council's cemetery, closed churchyard, garden, open spaces and the maintenance and servicing of Council property and equipment.

Grounds Maintenance:

- Perform regular maintenance tasks such as grass cutting, edging, planting and weeding in accordance with a schedule provided by the Open Spaces Foreman.
- Ensuring that the Council owned beds, planters and bushes are tended and trimmed to prevent weeds and overgrowth in accordance with a schedule provided by the Open Spaces Foreman.
- Maintaining all Council owned planters and pots, in accordance with a schedule provided by the Open Spaces Foreman.
- Walking the cemetery's external perimeter, pathways, driveways and memorial areas and other Council sites removing litter in accordance with a schedule provided by the Open Spaces Foreman.
- Working with the Open Spaces Team and Clerk during adverse weather conditions, such as snow and ice, to ensure the Council sites are safe.
- Conduct seasonal maintenance activities such as leaf removal, snow clearing, border maintenance and hedge cutting as necessary.
- General DIY maintenance and servicing of Council property, including bus shelters, benches, gates etc.

Grave Preparation and Maintenance:

- Conduct excavation, backfilling and levelling of graves in accordance with established procedures and safety guidelines.
- Coordinate with the burial clerk, funeral directors and families to ensure smooth and respectful burial ceremonies.

Compassionate Service:

- Interact respectfully and empathetically with bereaved families and visitors to the cemetery.
- Offer support and guidance to visitors and residents as needed and answer enquiries regarding open spaces and cemetery.

Equipment Maintenance:

- Maintaining mechanical equipment and tools and, in consultation with the Open Spaces Foreman making appropriate arrangements for the servicing of equipment.
- Report any equipment malfunctions or safety concerns to the Open Spaces Foreman and Town Clerk promptly.
- Assist with the upkeep of storage areas and workshops to ensure cleanliness and organisation. General maintenance of rest room and toilets as part of the team.

Safety and Compliance:

- Adhere to health and safety regulations and protocols while performing tasks to mitigate risks and prevent accidents.
- Handle and store chemicals, fertilisers and other hazardous materials safely and in accordance with established guidelines.
- Maintain awareness of Council and cemetery policies and regulations governing burial practices and operational and maintenance activities.

Events

- Setting up and dismantling equipment for festivals and events.
- Assisting with traffic management during designated Town Council events.
- Managing the raising, lowering, and installation of shields, flags, and related items for the Birthday Celebrations and other specific occasions.

General:

- Operate in line with all Council policies, including H&S Management Policy, Climate Change Policy and Biodiversity Policy at all times.
- The Open Spaces Operative may be directed to undertake other tasks for general maintenance when weather conditions make the performance of normal duties impossible.

- To undertake any other duties commensurate with the grade and nature of the post, as directed by the line manager or the Council, to ensure the effective delivery of service.

Personal Specification:

Basic knowledge of horticulture, turf management and landscape maintenance techniques	Required
Experience in grounds maintenance, landscaping and creation of biodiverse environments or a related field	Preferred
The ability to perform manual labour tasks (including heavy lifting) outdoors in various weather conditions with or without a reasonable accommodation	Required
Experience of operating equipment such as pedestrian mowers, ride on mowers, strimmers and hand tools	Preferred
Capability to operate equipment such as pedestrian mowers, ride on mowers, strimmers and hand tools (training provided)	Required
Good communications skills and sensitivity to the needs of grieving families	Required
Strong organisational and time management skills	Required
Flexibility to work occasional weekends or holidays	Required
Valid driver's license	Required
Attention to detail and capability of delivering high-quality workmanship	Required
Experience in a public facing role	Required
Basic computer literacy	Required